

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-03				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-12-023			Contract Period 11/01/2012 To 04/30/2016 Base Option Period Number 3			Title of Work Assignment/SF Site Name Support for SFIR and RTRC				
Contractor Cadmus Group, Inc., The					Specify Section and paragraph of Contract SOW Section 2.5					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 05/01/2015 To 04/30/2016				
Comments: Initial Work Assignment Issuance										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:			LOE: 0					
11/01/2012 To 04/30/2016										
This Action:					332					
Total:					332					
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:			LOE:			
Cumulative Approved:				Cost/Fee:			LOE:			
Work Assignment Manager Name Sean Conley <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number 202-564-1781 FAX Number:			
Project Officer Name Ronald Coleman <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-8491 FAX Number:			
Other Agency Official Name Erin Ridder <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2155 FAX Number:			
Contracting Official Name Sandra Stargardt-Licis <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2006 FAX Number:			

Performance Work Statement
EPA Contract No. EP-C-12-023 (The Cadmus Group)
Work Assignment 3-03

A. TITLE: Support for Consideration of Storage Facility Inspection Requirements and Implementation of the Revised Total Coliform Rule

B. PERIOD OF PERFORMANCE: May 1, 2015 through April 30, 2016

C. WORK ASSIGNMENT MANAGER: Sean Conley
Standards and Risk Reduction Branch
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ALT. WORK ASSIGNMENT MGR: Julie Javier
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D. BACKGROUND INFORMATION:

EPA published the Revisions to the Total Coliform Rule (RTCR) on February 13, 2013 to better protect public health against drinking water microbial contaminants. The RTCR is consistent with the recommendations made by the Total Coliform Rule Distribution System Advisory Committee, the Federal Advisory Committee convened by EPA to provide recommendations on revising the rule.

To help public water systems, states and primacy agencies comply with a final rule, EPA develops new guidance documents or revises existing ones. In line with this, the contractor shall finalize The Revised Total Coliform Rule Guidance Manual for Public Water Systems Serving 1,000 or Fewer Persons, which has been developed under previous work assignments.

In the preamble to the proposed RTCR, EPA requested comments on the value of storage tank cleaning and inspection. Based on comments and information EPA received during the comment period, the Agency is considering the need for inspection requirements for finished water storage facilities that could help mitigate potential public health risks where water systems do not inspect their facilities as recommended by industry guidance. A draft storage facility inspection proposal

was developed to accompany the final RTCR but did not proceed to the United States Office of Management and Budget (OMB) for interagency review.

EPA is in the process of gathering additional data and information regarding storage facility inspection and cleaning. The Agency may later use this information to develop proposed requirements for storage facility inspection (SFI) as an amendment to the final RTCR or with other rule revisions that may be developed through the Six Year Review process. Outreach and information collection activities conducted to date includes discussions with states, surveys of storage facility inspection companies, and a public meeting and webinar. In the meantime, EPA will also be exploring revisions or additions to existing guidance and development of fact sheets or other documents that could help to mitigate potential health risks.

E. QUALITY ASSURANCE

Tasks 1 and 2 in this work assignment may require the use of primary and/or secondary data. Collection, use and analysis of data will be identical to the procedures described in the Supplemental Project Specific Quality Assurance Project Plan (SQAPP) completed under Work Assignment 0-03. EPA has determined that the approved SQAPP will not require modification. The project specific QA requirements must be addressed in the monthly progress reports as specified under Task 0, below.

F. TASK DESCRIPTION

This work assignment completes work to develop The Revised Total Coliform Rule Guidance Manual for Public Water Systems Serving 1,000 or Fewer Persons. This work assignment also provides support for information collection and stakeholder outreach concerning storage facilities, and for development of documents in support of possible proposed SFI requirements and other risk management activities. This work assignment is a continuation of work conducted under work assignment 2-03 and Cadmus Contract EP-C-07-022. For planning purposes, each task includes EPA's estimate of the level of effort.

Task 0: Work Plan, Monthly Progress Reporting and Quality Assurance

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the workplan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. If subcontractors are proposed and they are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 2-03. The workplan shall explain that the collection, use and analysis of data in this work

assignment will be identical to the procedures described in the SQAPP completed under WA 0-03. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs broken out by the tasks in this WA. The contractor shall immediately notify the Contract-level COR and EPA work assignment contracting officer's representative(WACOR) if any changes to the tasks involving the collection and analysis of the data occur and prepare a new SQAPP supplementing the Contract Level QAPP accordingly. Work on these tasks cannot proceed until the contractor receives notification of the new SQAPP approval from the PO via e-mail.

Deliverables:

- Work plan, including schedule(s), staffing plan and LOE estimates
- Monthly progress and financial reports
- Weekly or biweekly telephone or email status reports, if directed by the WACOR

Task 1: Provide Administrative, Analytical, Writing and Webinar Support

As directed by the WACOR, the contractor shall provide administrative, analytical, writing and webinar support to help EPA fulfill its obligations regarding guidance, consultations, outreach, and other tasks as determined by EPA. The contractor shall provide general support as identified by EPA including: developing fact sheets, guidance manuals and revisions, presentation materials and visual aids, communication materials, and support documents; providing technical and copy editing services; supporting EPA docket management activities; and conducting literature searches and telephone inquiries. Included in this task could be fact sheets or other guidance documents that provide information to states and water systems regarding the need, frequency and recommended procedures for inspecting and cleaning storage facilities. Technical and copy editing includes reviewing documents for technical accuracy, responding to all comments received from EPA (by incorporating changes into the document, or explaining why no action was taken) and ensuring consistency throughout documents.

The contractor shall provide logistical and facilitation support for up to two webinars to discuss information related to storage facility inspections and cleaning and fact sheets and/or guidance that are developed. The webinars will be coordinated out of EPA Headquarters in Washington, DC. As directed by the WACOR, the contractor shall support meeting activities including but not limited to development of webinar notices, presentations, fact sheets, and hand-outs; identification of online webinar resources; presentation of sessions; facilitation; and note-taking and completion of question and answer documents for the record, as directed by the WACOR.

Deliverables:

- Fact sheets, guidance documents, presentation materials and visual aids, communication materials and notices and support documents and analyses, as directed by the WACOR

- Additional interim drafts of any of the above documents, as directed by the WACOR
- Technical and copy editing reviews of documents, as identified by EPA
- Up to two literature search summaries, as identified by EPA
- Final versions of guidance manuals for public release in PDF 508-compliant format, as directed by the WACOR

Task 2: Prepare The Revised Total Coliform Rule Guidance Manual for Public Water Systems Serving 1,000 or Fewer Persons for final public release

To support small systems, especially those serving 1,000 or less people, in complying with the final RTCR, EPA is developing a guidance manual specifically for this type of system.

The contractor shall support EPA in addressing comments received on the public review draft of the RTCR small systems guidance. EPA does not expect major revisions to the guidance as a result of these comments. It shall also provide support in finalizing the guidance manual for public release.

The contractor shall provide interim drafts of the guidance manual that address the comments received and that incorporate the directions and feedback given by the WACOR. The contractor shall convert the final PDF version of the guidance manual to a 508-compliant version.

Deliverables:

- Interim drafts of the small systems guidance manual
- Final version of the small systems guidance manual for public release in PDF 508-compliant format

G. SCHEDULE OF DELIVERABLES

Task	Deliverable	Due to EPA	No. of Copies/Medium
0	Workplan, schedule, staffing plan and LOE estimates for each task	In accordance with contract requirements	In accordance with contract requirements
0	Monthly progress and financial reports	In accordance with contract requirements	In accordance with contract requirements
0	Weekly or Biweekly telephone or email status reports	Weekly/Biweekly each month; starting the first week of the WA	1 electronic copy, as applicable
1	Support documents and analyses	As directed by the WACOR	Electronic copies as requested by the WACOR
1	Interim draft versions of support documents and analyses	Within 5 business days of WACOR providing comments	Electronic copies as requested by the

Task	Deliverable	Due to EPA	No. of Copies/Medium
		on the initial draft(s) or as directed by the WACOR	WACOR
1	Technical and copy editing reviews	As directed by the WACOR	Electronic copies as requested by the WACOR
1	Fact sheets and guidance materials. Guidance materials in PDF 508-compliant format	Within 15 business days after receiving direction from the WACOR or on a date specified by the WACOR	Electronic/hard copies as requested by the WACOR
1	Interim draft versions of fact sheets and guidance materials	Within 15 business days after receiving direction from the WACOR or on a date specified by the WACOR	Electronic copies as requested by the WACOR
1	Literature search summaries	Within 10 business days after receiving direction from the WACOR or on a date specified by the WACOR	Electronic copies as requested by the WACOR
1	Presentation materials and visual aids	Within 10 business days after receiving direction from the WACOR or on a date specified by the WACOR	Electronic/hard copies as requested by the WACOR
1	Interim draft versions of presentation materials and visual aids	Within 5 business days after receiving direction from the WACOR or on a date specified by the WACOR	Electronic copies as requested by the WACOR
1	Communications materials and notices	Within 10 business days after receiving direction from the WACOR or on a date specified by the WACOR	Electronic/hard copies as requested by the WACOR
1	Interim draft versions of communications materials and notices	Within 5 business after receiving direction from the WACOR or on a date specified by the WACOR	Electronic copies as requested by the WACOR
2	Interim drafts of the small systems guidance manual	Within 15 business days after receiving direction from the WACOR or on a date specified by the WACOR	Electronic copies as requested by the WACOR
2	Final version of the small systems guidance manual for public release in PDF 508-compliant format	Within 15 business days after receiving direction from the WACOR or on a date specified by the WACOR	Electronic copies as requested by the WACOR

H. LEVEL OF EFFORT ESTIMATES

EPA estimates 340 hours will be required to complete this work assignment.

I. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS:

The contractor shall immediately notify the EPA Contracting Officer, CL COR and WA COR of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$20,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

J. TRAVEL:

Only local travel is expected from the contractor to support the work outlined in this work assignment.

K. SPECIAL REPORTING REQUIREMENTS

As described in Task 0, the contractor shall provide status updates for each task on a weekly or bi-weekly basis, either through a meeting with the WACOR or over the telephone or email.

L. QUALITY ASSURANCE SURVEILLANCE PLAN

Per contract requirements.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-04				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-12-023			Contract Period 11/01/2012 To 04/30/2016 Base Option Period Number 3			Title of Work Assignment/SF Site Name Six-Year Review				
Contractor Cadmus Group, Inc., The						Specify Section and paragraph of Contract SOW Section 1.7				
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 05/01/2015 To 04/30/2016				
Comments: Initial Work Assignment Issuance										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
11/01/2012 To 04/30/2016										
This Action:						675				
Total:						675				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
Work Assignment Manager Name Kesha Forrest						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number 202-564-3632				
						FAX Number:				
Project Officer Name Ronald Coleman						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-8491				
						FAX Number:				
Other Agency Official Name Erin Ridder						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2155				
						FAX Number:				
Contracting Official Name Sandra Stargardt-Licis						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2006				
						FAX Number:				

**PERFORMANCE WORK STATEMENT
CADMUS CONTRACT EP-C-12-023
WORK ASSIGNMENT 3-04**

A. TITLE: Technical Support for Six Year Review of National Primary Drinking Water Regulations

B. PERIOD OF PERFORMANCE: May 1, 2015 through April 30, 2016

C. WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WA COR):

Kesha Forrest
OW/OGWDW/SRMD
1200 Pennsylvania Ave. N.W (4607M)
Washington, DC 20460
(202) 564-3632
(202) 564-3767 (fax)
Forrest.kesha@epa.gov

ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (AWA COR):

Russ Perkinson
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(202) 564-4901
(202) 564-3767 (fax)
Perkinson.russ@epa.gov

D. BACKGROUND:

Under the Safe Drinking Water Act (SDWA), as amended in 1996, the U.S. Environmental Protection Agency (EPA) must review existing National Primary Drinking Water Regulations (NPDWRs) at least once every six years, and revise them, if appropriate. This requirement is contained in Section 1412(b)(9) of SDWA. Any revisions to existing NPDWRs must maintain, or provide for greater, protection of the health of persons.

The review result to take no action on or revise a NPDWR is in part dependent on the re-evaluation of exposure to drinking water contaminants based on their health effects and occurrence. Compliance monitoring data is a key components in the Six-year review (SYR) process. Through the Information Collection Requirements (ICR) process, the Agency facilitates data sharing with States in order to obtain comprehensive nationally representative occurrence data.

To support the third round of 6-year review process, EPA needs to update the occurrence database to include compliance monitoring data from January 2006 to December 2011. Under this work assignment, EPA will

manage the compliance monitoring data obtained from the States under the Information Collection Requirements (ICR). The data will be analyzed in order to evaluate national occurrence/exposure to chemical NPDWRs. This information will help to support decisions whether there is a meaningful opportunity to revision chemical NPDWRs as part of the third SYR (SYR3).

E. QUALITY ASSURANCE:

Task(s) 1, 2, 3, 4 in this work assignment requires the use of **secondary** data. Collection, use and analysis of data will be identical to the procedures described in the Supplemental Project Specific Quality Assurance Project Plan (SQAPP) completed under Task 0 of WA 0-04, consistent with the Agency's Quality Assurance (QA) requirements, appending the Contract Level Quality Assurance Project Plan (QAPP)]. The project specific QA requirements must be addressed in the monthly progress reports as specified under Task 0, below.

F. TASK DESCRIPTION:

Task 0: Work Plan and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the workplan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and control costs.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 0-04, 1-04 and 2-04. The workplan shall explain that collection, use and analysis of data in this work assignment will be identical to the procedures described in the SQAPP completed under task(s) 1, 2 and 3 of WA 2-04. This task also includes monthly progress and financial reports. The monthly progress report shall summarize activities conducted for the reporting period, and in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs broken out by the tasks in this WA. The contractor shall immediately notify the Contract Level COR (CL COR) and WA COR if any changes to the tasks involving the collection and analysis of the data occur and prepare a SQAPP supplementing the Contract Level (QAPP] accordingly. Work on these tasks cannot proceed until the contractor receives the EPA CL COR's notification of approval.

Deliverables: Work plan and monthly progress and financial reports submitted in accordance with contract requirements.

Task 1: Statistical analysis and report on regulated chemical and radiological contaminants.

Upon receiving technical direction from the EPA WACOR, the contractor shall perform and refine the detailed statistical analysis of the contaminants collected during WA 0-04 and WA 1-04 under this contract. Contaminants were selected by EPA for regulatory review and identified by the EPA WACOR through technical direction through WA 1-04 and 2-04. In performing these analysis the contractor shall utilize Stage 1 analysis (some of which may have been completed under WA 1-04 and 2-04) that estimates the number and percent of systems (and populations served by these systems) with at least one analytical result greater than a specified concentration threshold for all specified contaminants. The contractor shall also perform Stage 2 analysis (for up to 30 contaminants) utilizing the analytical models developed by the contractor during the Six Year 2 review process. The population exposed and the total populations for both "Stage 1 and 2" analysis should be determined using the Adjusted Population Protocol to accurately reflect systems that wholesalers and purchasers. Also, when feasible the contractor shall perform these "Stage 2" analyses using a substitution method for non-detects (as conducted during the Six Year 2 review). The goal of these stage 2 analysis is to derive nationally representative distributions estimates of contaminant occurrence and exposure. Analysis and tabulations of findings of 8 years of data annually, instead of a single aggregate analysis of 8 years of data, warrants both annual analyses as well as year-to-year occurrence variability assessments over the 8 year period to determine if/how much occurrence varied across the 8 years and whether a single summary value across all 8 years is justifiable. The contractor shall characterize Stage 2 occurrence and exposure at the thresholds (e.g. potential new maximum contaminant level goals or estimated quantitation levels) provided by the EPA WACOR under 2-04.

The contractor shall use the Stage 1 and Stage 2 analysis described above to update the SYR occurrence document prepared under the previous SYR (The Analysis of Regulated Contaminant Occurrence Data from Public Water Systems in Support of the Second Six-Year Review of National Primary Drinking Water Regulations). The WACOR through written technical direction under WA 2-04 has provided information on the updated format for the SYR 3 occurrence document. The report shall include, but not limited to, regional occurrence analyses, maps, data, and/or geologic matrices to portray and/or quantify national and regional distribution in public water supply systems as part of the stage 2 analysis. The draft occurrence document shall be used for internal deliberative discussions and finalized for public audience. If requested by the WACOR, the contractor shall prepare and/or give an oral presentation of the results at the time the draft report is submitted to the WACOR. One SYR occurrence draft without the Stage 2 analysis appendix section was delivered to the EPA WACOR under WA 2-04. The first draft of the Stage 2 analysis appendix section is scheduled to be delivered to the WACOR by April 3, 2015 under WA 2-04.

Deliverables: For work planning purposes, up to 2 additional iterations of the SYR occurrence document may be required: 1 additional drafts and 1 final draft.

Task 2: Additional Data Collection and Analyses

Based on written technical direction from the EPA WACOR, the contractor shall collect and gather additional occurrence and/or treatment data. If appropriate, the contractor shall recommend technical approach(es) to collecting information such as performing literature searches, contacting experts, or conducting a small survey (less than nine entities per issue) to assist in the consideration of up to four occurrence- exposure related issues identified by the EPA WACOR as needing further analysis. Occurrence/exposure related issues may include but not be limited to the following: intra-system variability of contaminant sources, co-occurrence, and trend analysis, relation to land cover, land use/practices and potential natural contaminant sources. The methods and protocols, including quality assurance procedures, for gathering information shall be submitted

to the WACOR for approval. As specified in written technical direction, the contractor shall review, critically assess, indicate assumptions made, summarize information, and develop conclusions based on information obtained and develop a summary of each issue identified according to a framework approved by the WACOR. The contractor shall also provide copies of all the manuscripts obtained via literature search and an electronic bibliography of the manuscripts.

Deliverables: For work planning purposes, up to 3 technical analyses may be required. The contractor should assume three iterations of each document: 2 drafts and 1 final.

Task 3: Issue Papers and Technical Support

The contractor shall develop issue papers and technical analyses as requested through written technical direction by the EPA WACOR. EPA anticipates that some issues may become high priority during this review process and may require analytical support for internal Agency decision-making processes. Upon direction from the EPA WACOR, the contractor shall collect summary information on particular contaminants or issues (e.g., methods, treatment options), risk assessment background and status information, and perform preliminary cost-benefit analyses.

Deliverables: For work planning purposes, up to 3 analyses may be required. The contractor should assume three iterations of each document: 2 drafts and 1 final.

Task 4: Development Document Revisions

During the second Six Year Review, EPA compiled internal documentation outlining the process EPA used in managing, QA/QC the occurrence data. Per technical direction the contractor shall updated the Data Management and Quality Assurance/Quality Control (QA/QC) Process Used to Edit the State Compliance Monitoring Datasets document to include additional steps used during SYR 3 to manage the dataset. While the document is an internal document, part or all may be used to answer questions from the public.

Deliverables: For work planning purposes, up to 3 additional iterations of the SYR occurrence document may be required: 2 drafts and 1 final draft.

G. SCHEDULE OF DELIVERABLES:

508 compliance: The contractor shall ensure that all 508 compliant documents developed in this task and in all tasks outlined in this work assignment will align with EPA's 508 compliance checks (keywords, titles, tables, tags, etc.). The contractor is responsible for maintaining and utilizing the same version of Adobe as the EPA for purposes of developing and maintaining 508 compliant documents. To the extent practical, documents which are developed for this work assignment, and are to be 508 compliant should be designed to be such from their inception, minimizing the effort for conversion and maximizing 508 compliance quality assurance.

Task	Deliverable	Schedule	No of Copies/Medium
0	Work Plan, monthly progress reports	Per contract requirements	Per contract requirements
1	Draft SYR occurrence document.	2 weeks after written technical from WACOR	Electronic copy
	Final SYR occurrence document.	2 weeks after written technical from WACOR. The final document shall also be 508 compliant.	Electronic copy.
2	Issue analyses method outline	1 week after receiving written technical direction from the EPA WACOR	Electronic copy
	Draft/final analyses and references	2 weeks after receiving written technical direction from the EPA WACOR to produce draft/final papers. The final document shall also be 508 compliant.	Electronic copy.
3	Up to 3 issue papers and/or three technical analyses as requested.	10 days after receiving written technical direction from EPA WACOR. The final document shall also be 508 compliant.	Electronic copy.
4	Draft Data Management Document	2 weeks after receiving written technical direction from the EPA WACOR to produce draft document	Electronic copy.
	Final Data Management Document	2 weeks after receiving written technical direction from the EPA WACOR to produce draft document. The final document shall also be 508 compliant.	Electronic copy.

H. LEVEL OF EFFORT ESTIMATES:

EPA estimates that 675 professional hours will be required to complete the tasks outlined in this Performance Work Statement.

I. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS:

The contractor shall immediately notify the EPA Contracting Officer, CL COR and WACOR of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$20,000 or more in cost during performance. Conference expenses are all direct and

indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

J. TRAVEL:

For work planning purposes, the contractor should assume 2 one day trips to Washington, DC, during the period of performance. The purpose of this trip will be to coordinate with EPA staff regarding this work assignment. The contractor's travel shall be in accordance with EPA travel requirements and authorized in advance by the EPA Contract-level COR.

K. SPECIAL REPORTING REQUIREMENTS: As outlined in this Performance Work Statement (PWS).

L. QUALITY ASSURANCE SURVEILLANCE PLAN: Per Contract requirements

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-05				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-12-023			Contract Period 11/01/2012 To 04/30/2016 Base Option Period Number 3			Title of Work Assignment/SF Site Name Development of UCMR				
Contractor Cadmus Group, Inc., The					Specify Section and paragraph of Contract SOW Section 2.0					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 05/01/2015 To 04/30/2016				
Comments: Initial Work Assignment Issuance										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
11/01/2012 To 04/30/2016										
This Action:						3,700				
Total:						3,700				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
Work Assignment Manager Name Brenda Parris						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number 513-569-7961				
						FAX Number:				
Project Officer Name Ronald Coleman						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-8491				
						FAX Number:				
Other Agency Official Name Erin Ridder						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2155				
						FAX Number:				
Contracting Official Name Sandra Stargardt-Licis						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2006				
						FAX Number:				

**PERFORMANCE WORK STATEMENT
CADMUS CONTRACT EP-C-12-023
WORK ASSIGNMENT 3-05**

A. TITLE: Support for Rule Development and Implementation of the Unregulated Contaminant Monitoring Rule (UCMR)

B. PERIOD OF PERFORMANCE: May 1, 2015 through April 30, 2016

C. WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WA COR):

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D. BACKGROUND:

The 1996 Safe Drinking Water Act Amendments require EPA establish criteria for a monitoring program and publish a list of not more than 30 unregulated contaminants, for which public water systems (PWS) will monitor. The monitoring program will provide a national basis for the location, concentration, and related information regarding the occurrence of these contaminants in public drinking water. EPA published the first Unregulated Contaminant Monitoring Rule (UCMR 1) in 1999, the second (UCMR 2) in 2007, and the third (UCMR 3) in 2012. EPA should publish the proposal for fourth (UCMR 4) in mid/late 2015.

The UCMR program divides contaminants into lists based on the availability of analytical methods and the analytes selected. The UCMR program also includes specific instructions on sampling locations, and coordination of rule implementation between States, EPA and PWS.

EPA uses the unregulated contaminant monitoring data in determining which contaminants pose the greatest risks to human health and, if necessary, setting priorities for their regulation. Conversely, contaminants that potentially pose risks to human health but are not found in drinking water supplies may be removed from consideration for regulation under the Safe Drinking Water Act if this monitoring program indicates that they do not occur at significant levels.

E. QUALITY ASSURANCE:

Tasks 1 and 2 in this work assignment require the use of primary and/or secondary data. Collection, use and analysis of data will be identical to the procedures described in the Supplemental Project Specific Quality Assurance Project Plan (SQAPP) completed under tasks 1 and 2 of WA 0-05, consistent with the Agency's Quality Assurance (QA) requirements, appending the Contract Level

Quality Assurance Project Plan (QAPP). The project specific QA requirements must be addressed in the monthly progress reports as specified under Task 0, below.

F. TASK DESCRIPTION:

Task 0: Work Plan and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the workplan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and control costs.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 0-05, 1-05 and 2-05. The workplan shall explain that collection, use and analysis of data in this work assignment will be identical to the procedures described in the SQAPP completed under tasks 1 and 2 of WA 0-05. This task also includes monthly progress and financial reports. The monthly progress report shall summarize activities conducted for the reporting period, and in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs' broken out by the tasks in this WA. The contractor shall immediately notify the Contract Level COR (CL COR) and WA COR if any changes to the tasks involving the collection and analysis of the data occur and prepare a SQAPP supplementing the Contract Level (QAPP) accordingly. Work on these tasks cannot proceed until the contractor receives the EPA CL COR's notification of approval.

Deliverables: Work plan, monthly progress, and financial reports.

Task 1: Rulemaking Support

Task 1.1 Technical Analyses

The contractor shall provide technical analyses and documentation for Rapid Response Requests related to UCMR at the written direction of the EPA WACOR. The analysis may be performed in support of the statistical design, determination of occurrence and health related data in support of inclusion of contaminants in UCMR, laboratory approval, response to comments, and projecting costs. For costing purposes the contractor should assume to include collecting additional occurrence and health data for up to 5 potential contaminants already identified in the excel summaries. This additional information may include even more occurrence information, usage data, health data research, and more recent journal article searches for up to 5 potential contaminants as 1-3 page white papers compiled into the Compendium to the UCMR. The contractor shall also provide a technical analyses and documentation for the cost benefit and paperwork reduction sections, and the Information Collection Request requested by the EPA WACOR in written technical direction.

Deliverables: Rapid response requests, laboratory approval, contaminant excel summary, contaminant white papers for Compendium, cost benefit and paperwork reduction sections.

Task 1.2. Federal Register Support

The contractor shall provide support to the UCMR workgroup including participating with Environmental Justice and the Tribal component. The support shall include participation by phone or in person for UCMR regulatory meetings and conference calls as technical experts; preparing meeting documents and summaries; conducting literature searches; and drafting several brief technical reviews and what-if analysis including the analytical blueprint. To support the final rule and final package, the contractor shall finalize review of all public comments, provide materials needed to assist with the Response to Comments Document, prepare cost estimates, and review and update other supporting documents for continuity as necessary. This will require a high level of expertise and travel maybe required to meet as requested by the EPA WAM. For planning purposes, the Contractor shall assume one trip to EPA's Technical Support Center, Cincinnati Office in March 2016 for the stakeholder meeting.

The proposed UCMR 4 should be finalized by September 2015; with one stakeholder meeting in November 2015. This stakeholder meeting will also be broadcasted as a webinar. The EPA WACOR will provide more details through written technical direction. In addition to preparing meeting summaries, the contractor shall provide pre-meeting support such as preparing and distributing meeting materials and agendas. The contractor shall review and evaluate all notes and presentations delivered to EPA to ensure accuracy and technical soundness. For planning purposes, the Contractor shall assume one trip to EPA's Technical Support Center, Cincinnati Office in November 2016 for the stakeholder meeting.

While EPA does not anticipate the contractor's support to any individual meeting or other event (conference, workshop, symposium, retreat, seminar or training) incurring \$20,000 in cost, the contractor shall immediately notify the EPA Contracting Officer, Contract-level Contracting Officer's Representative and Work Assignment Contracting Officer's Representative if it anticipates support to such event reaching this cost. Event expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

Additionally, to prepare for the development of the proposed rule and package, the contractor shall provide materials needed for rule development; review all documents for continuity, draft the Information Collection Request, Regulatory Impact Analysis, Communication Strategy and update documents as necessary. This will require an extensive expertise in the rulemaking process.

Deliverables: Workgroup materials including the analytical blueprint, stakeholder meeting materials and presentations, rule development materials, Response to Comment Document, Communication Strategy, Regulatory Impact Analysis, Information Collection Request.

Task 1.3. Minimum Reporting Levels (MRL) and Lowest Concentration Minimum Reporting Levels (LCMRL) Support

An important part of the rule development is the determination of MRLs for contaminants considered for UCMR monitoring. This requires the contractor subcontract with multiple analytical laboratories that can perform LCMRL analyses. For the purposes of estimating costs, the contractor should assume that it will be necessary to subcontract with three to five laboratories to perform

LCMRL analyses for 3 methods containing up to 10 analytes each. In addition, the contractor shall provide technical support in the evaluation of the LCMRL calculator, drafting a summary of the data, and any support needed to make improvements, if needed.

Deliverables: LCMRL data sets.

Task 2.0 Guidance/Program Support for Implementation

The contractor shall support EPA in providing technical analyses, what-if analyses, and documentation to implement UCMR. The contractor shall finalize the National Contaminant Occurrence Database (NCOD) Document, quarterly. Additionally, the contractor shall communicate with stakeholders, and draft fact sheets or questions and answers on hot-topic items; as directed by the EPA WACOR.

Deliverables: Implementation technical and what-if analysis, NCOD Document, Fact Sheets or Question and Answers.

G. SCHEDULE OF DELIVERABLES:

The contractor shall deliver all documents in OGWDW software compatible electronic format. For finals, the contractor shall deliver one electronic copy (disk, CD or e-mail, word processing and PDF for posting to Web). All due dates below are calendar days, weeks and months.

Unless otherwise specified in technical direction, any deliverables produced under this work assignment shall be delivered using the following software: current Agency MS Office Applications and CD-ROM, DVD or CD-RW media. In addition, when the Section 508 Requirements versions specified in the table below are needed, the MS Office version should be delivered concurrently. The WACOR shall have the option of specifying or approving alternative software and/or conventions for deliverables produced under this contract.

Additionally, unless otherwise specified in technical direction, any deliverables produced under this contract shall be delivered using the current Agency MS Office Applications, as well as, deliverables designed for the public or EPA website shall meet EPA's policies, procedures and standards (e.g., Communication Stylebook <http://www2.epa.gov/stylebook>; Correspondence Manual <http://workplace.epa.gov/manual/index.html>; Section 508 Requirements <http://www.epa.gov/accessibility/>).

Task	Deliverable	Due to EPA	No of Copies/Medium
0	Work plan	Per contract	One copy via email
0	Monthly progress and financial reports	Per contract	One copy via email
1.1	Rapid response requests – technical analyses	Per timeframe identified in each written technical direction	One copy via email
1.1	Contaminant excel summary	Within 5-days of EPA's technical direction to start	One copy via email

1.1	Contaminant white papers for Compendium	Within 14-days of EPA's technical direction to start	One 508 copy via email
1.1	Cost benefit and paperwork reduction sections.	Within 30-days of EPA's technical direction to start	One 508 copy via email
1.1	Laboratory Approval – technical analysis	Within 14-days of EPA's technical direction to start	One 508 copy via email
1.2	Workgroup materials including the analytical blueprint	Within 14-days of EPA's technical direction to start	One copy via email
1.2	Meeting summaries	Within 5-days of meeting	One 508 copy via email
1.2	Presentations for stakeholder meeting	Within 30-days of EPA's technical direction to start	One copy via email; possibly hard copy
1.2	Arrange and coordinate stakeholder meeting	Within 30-days of EPA's technical direction to start	One copy via email; possibly hard copy
1.2	Rule development materials	Within 30-days of EPA's technical direction to start	One 508 copy via email
1.2	Communication Strategy	Within 30-days of EPA's technical direction to start	One copy via email
1.2	Regulatory Impact Analysis	Within 45-days of EPA's technical direction to start	One 508 copy via email
1.2	Information Collection Request	Within 30-days of EPA's technical direction to start	One 508 copy via email
1.2	Response to Comment Document	Within 30-days of EPA's technical direction to start	One 508 copy via email
1.3	LCMRL Studies	Within 45-days of EPA's technical direction to start	One copy via email
2.0	Implementation technical and what-if analysis	Within 15-days of EPA's technical direction to start	One copy via email
2.0	NCOD Document	Within 7-days of EPA's technical direction to start	One 508 copy via email
2.0	Fact Sheets or Question and Answers	Within 30-days of EPA's technical direction to start	One 508 copy via email

H. LEVEL OF EFFORT ESTIMATES:

EPA estimates that 3,700 professional hours will be required to complete the tasks outlined in this Performance Work Statement.

I. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS:

The contractor shall immediately notify the EPA Contracting Officer, CL COR and WA COR of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$20,000 or more in cost during performance.

Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

J. TRAVEL:

The contractor shall assume travel will be required in support of this work effort. The EPA WACOR will provide written technical direction. Prior to travel, the contractor shall receive authorization from the Contract-level Contracting Officer's Representative.

K. SPECIAL REPORTING REQUIREMENTS:

The contractor shall report any urgent issues to the WACOR via phone or email.

L. QUALITY ASSURANCE SURVEILLANCE PLAN:

Per contract requirements.

**PERFORMANCE WORK STATEMENT
CADMUS CONTRACT EP-C-12-023
WORK ASSIGNMENT 3-06**

A. TITLE: Support for the Contaminant Candidate List 4 Chemical Selection

B. PERIOD OF PERFORMANCE: May 1, 2015 through April 30, 2016

C. WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WA COR):

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ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (AWA COR):

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D. BACKGROUND:

The Safe Drinking Water Act (SDWA) as amended in 1996 requires EPA to publish a list of contaminants that are known or anticipated to occur in public water systems, and which may require regulation under the SDWA known as the Drinking Water Contaminant Candidate List, or CCL. (Section 1412(b)(1)).

EPA published the final third drinking water Contaminant Candidate List (CCL 3) in the Federal Register on October 8, 2009. In developing the CCL 3, EPA implemented an improved process from that which was used for previous CCLs. The CCL 3 process was based on substantial expert input and recommendations from the National Academy of Science's National Research Council (NRC) and National Drinking Water Advisory Council (NDWAC). EPA used a multi-step process to identify contaminants for inclusion on the CCL 3. The first step involved identifying a broad universe of approximately 7,500 potential drinking water contaminants. The Agency then applied screening criteria to identify a preliminary CCL of almost 600 contaminants based on a contaminant's potential to occur in

public water systems and the potential for public health concern. These chemicals were then further evaluated using a classification approach and expert judgment to identify the CCL 3.

On May 8, 2012, EPA requested public nominations of contaminants to be considered for CCL 4 and supporting information that was made available since the third CCL (CCL 3) or was not considered in CCL 3 that shows the nominated contaminant may have an adverse health effect on people and the contaminant occurs or is likely to occur in public water systems. The nominations period ended on June 22, 2012. Evaluation of the nominated contaminants was mostly completed under contract EP-07-022 (WA 5-10) and contract EP-C-12-023 (WA 0-06 and WA 1-06). The Draft fourth Contaminant Candidate List (Draft CCL 4) was published on February 4, 2015, for public comment. This work assignment will continue efforts to support EPA's comment response process and focus on updating and finalizing products (documents/ data compilations) developed under previous work assignments in preparation for the publication of the Final fourth Contaminant Candidate List (Final CCL 4).

The contractor shall produce deliverables according to the statement of work below. Upon receipt of comments from the EPA WACOR, the contractor shall revise the draft deliverables into a finalized product(s) to support and document the CCL 4.

E. QUALITY ASSURANCE:

No task in this work assignment requires the use of **primary** data. Task(s) 2-7 in this work assignment requires the use of **secondary** data. Collection, use and analysis of data will be identical to the procedures described in the Supplemental Project Specific Quality Assurance Project Plan (SQAPP) completed under task(s) 0 of WA 0-06, consistent with the Agency's Quality Assurance (QA) requirements, appending the Contract Level Quality Assurance Project Plan (QAPP)]. The project specific QA requirements must be addressed in the monthly progress reports as specified under Task 0, below.

F. TASK DESCRIPTION:

Task 0: Work Plan and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the workplan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and control costs.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 0-06 and 1-06 and 2-06. The workplan shall explain that collection, use and analysis of data in this work assignment will be identical to the procedures described in the SQAPP completed under task(s) 0 of WA_0-06. This task also includes monthly progress and financial reports. The monthly progress report shall summarize activities conducted for the reporting period, and in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs` broken out by the tasks in this WA. The contractor shall immediately notify the Contract Level COR (CL COR) and WA COR if any changes to the tasks involving the collection and analysis of the data occur and prepare a SQAPP supplementing the Contract Level (QAPP] accordingly. Work on these tasks cannot proceed until the contractor receives the EPA CL COR's notification of approval.

Deliverables: Work plan and monthly progress and financial reports submitted in accordance with contract requirements.

Task 1.0: Meeting Support for the CCL

Based on written technical direction from the EPA WACOR, the contractor shall attend from 1-5 (teleconference) meetings of the CCL 4 team, or other meetings related to the CCL process. The contractor shall provide 1-2 technical experts on the CCL process and drinking water chemical exposure to provide input in the meeting and in meeting preparation. The contractor shall provide for the taking of meeting notes and shall provide a copy to the WACOR within 5 working days of the conclusion of the meeting.

EPA projects that the total cost of each meeting, including the contractor's labor and other direct costs and the Governments costs, will be under the agency's \$20,000 requirement for senior management approval.

Deliverables: Meeting Notes

Task 2.0: Data Collection and Evaluation of Drinking Water Data Sources for CCL 4

Under the previous Cadmus Contract EP-C-07-022, WA 4-10, 5-10, and current EP-C-12-023 WA 0-06, and 1-06 and WA 2-06 the contractor collected updated data to be utilized in CCL 4 from an approved list of data sources, compiled summary spreadsheets of data from each data source, input data into the CCL 4 data compilation, and submitted drafts of the data compilation to EPA. Based upon the WACOR's written technical direction, the contractor shall potentially collect data from new data sources (such as those identified by public comments or from the Science Advisory Board) and provide summary spread sheets for the new data sources. At the direction of the EPA WACOR, the contractor shall continue to update and finalize the CCL 4 data compilation and shall deliver the CCL 4 data compilation to the EPA WACOR prior to or concurrent with the publication of the Final CCL 4 Federal Register Notice. The data compilation shall meet OGWDW and EPA data warehouse standards.

Deliverables: Draft and Final summary spread sheets for any new compiled data sources

Draft(s) and Final data compilation containing data for the Final CCL 4

Task 3.0: Evaluation and Summaries (Contaminant Information Sheets) of Nominated Contaminants

Under the previous WA, the contractor evaluated data submitted during the CCL 4 public nominations process and screened contaminants with new data (data collected or identified since the CCL 3) through the CCL 4 process. The contractor also provided draft summaries (tables/ spread sheets) of the status of the nominated contaminants in the CCL 4 process (i.e., was the nominated contaminant added to the CCL 4 Universe, PCCL, or CCL 4). Finally, the contractor provided Contaminant Information Sheets for the nominated contaminants, which were published along with the Draft CCL 4. At the direction of the EPA WACOR, the contractor shall update the Contaminant Information Sheets for the nominated contaminants based on new information (such as data received from public comments) and shall make the final version of the updated Contaminant Information Sheets 508 compliant.

Deliverables:

Draft and Final Contaminant Information Sheets for nominated contaminants (508 compliant)

Task 4.0: Technical Analyses, Data Evaluation and Summaries of Other CCL contaminants

The contractor shall conduct technical analyses related to the CCL and provide technical and analytical writing related to the analyses. Under previous WAs, the contractor analyzed data for other CCL 3 contaminants (that were not nominated) that were carried forward to the Draft CCL 4 and provided draft Contaminant Information Sheets of those (non-nominated) contaminants. Based on the EPA WACOR's written direction, the contractor shall update those Contaminant Information Sheets (or other data summaries) based on new data received (such as those received from public comments). Under the previous WA, the contractor also submitted summary statistics (flag lists) about the contaminants in the Universe, PCCL, and Draft CCL 4, such as information on the number of contaminants in various groups (such as pesticides, emerging contaminants, pharmaceuticals, disinfection byproducts, microbes, chemicals used in commerce such as industrial chemicals, and any other groups as necessary). At the written direction of the WACOR, the contractor shall update and finalize those flag lists (summary statistics) to reflect any changes from the Draft to the Final CCL 4.

Deliverables:

Draft(s) data summaries (Contaminant Information Sheets or other summary spreadsheets) for other CCL 3 contaminants (those that were not nominated, but were carried forward to the Draft CCL 4)

Draft and Final summary statistics (flag lists) of Final CCL 4 contaminants

Task 5.0: Update Supporting Documentation for the Final CCL 4 Four supporting documents for the Draft CCL 4 were developed previously: "Summary of Nominations for the Fourth CCL"; "Data Sources for the CCL 4"; "Screening Document for the Draft PCCL 4 Nominated Contaminants"; and "Contaminant

Information Sheets for the Draft Fourth Preliminary Contaminant Candidate List (PCCL 4) Nominated Contaminants”. Based on written technical direction from the EPA WACOR, the contractor shall finalize these documents based on any changes made from the Draft CCL 4 to the Final CCL 4 and make these documents 508 compliant. These products shall adhere to the OGWDW standard operating procedures for printed or web related materials. The contractor shall provide support for developing briefing materials and other issue papers related to the CCL 4, based upon written technical direction from the EPA WACOR.

Deliverables: Draft(s) and Final supporting documents for the Final CCL 4 (508 compliant)

Task 6.0: Support for the CCL 4 Comment Response Process and Updating and Maintaining the Comment Response Database

6.1 Identify and Summarize comments

EPA published a Federal Register Notice on February 4, 2015, presenting the Draft CCL 4 list for public comment. The public comment period ended April 6, 2015. At the technical direction of the EPA WACOR, the contractor shall review comment letters, e-mail and attachments to identify and summarize the comments and main issues. EPA has developed a spreadsheet for summarizing comments and the contractor shall follow the spreadsheet format in summarizing comments.

6.2 Update the Web-based Comment-Response Database and Develop a List of Comment Codes

Under previous contracts and WA’s for CCL 3 and in support of the perchlorate final regulatory determination, the contractor developed a web-based comment response database. The contractor shall update and maintain this database for the purpose of containing and tracking all correspondence received from the public on the Draft CCL 4 Federal Register Notice. All official comments shall be maintained as verbatim reproductions of the comments received from the public.

Based on public comments received, the contractor shall update the draft outline of comment codes provided under the previous WA (WA 2-06) for the purpose of categorizing public comments into the comment response database. The EPA WACOR will review this updated draft outline and provide comments to the contractor. Upon receipt of these comments, the contractor shall incorporate the comments into the outline and submit the finalized outline to the WACOR.

6.3 Develop tracking codes and enter comments into database

After the WACOR approves the final outline, the contractor shall review, as they are received, all public comment letters, e-mail, and attachments received by the OW Docket Center and provide each comment with tracking codes. These codes will identify the comment letter (as numbered by the OW docket), comment number of the individual comment within each letter, and the comment code (from the outline) that each individual comment falls under (each comment should only be categorized into one comment code). The EPA WACOR will review the marked up copy of each comment letter to examine the coding assigned to each comment.

EPA will review the marked comments to ensure accurate categorization of comments. The contractor shall reassign any comments originally mis-categorized after reviewing the written comments submitted by the EPA WACOR, and enter each comment into the approved database.

The contractor shall check to ensure that all comments have been coded by subject area. The contractor shall ensure that each unique comment has been entered into the database. The entry shall contain all of the information coded above and the verbatim text of the comment. The contractor shall submit a written summary of significant issues to the EPA WACOR.

6.4 Maintain the comment response database

The contractor shall maintain and update the database and its supporting documentation. The contractor shall minimize the down-time of the web link and notify the EPA WACOR when the down-time does occur. The contractor shall locate comments by their subject code, track the number of comments under each subject code and check responses to ensure all comments have been responded to. Upon receipt of written technical direction from the EPA WACOR, the contractor shall query the database and provide the EPA WACOR with the approximate number and nature of comments received.

The contractor shall sort comments by subject category code for distribution to EPA staff responsible for responding to comments. After EPA review and approval of the comment response database, the contractor shall provide a CD-ROM (or downloadable copy) of the final database to the EPA WACOR.

6.5 Comment Response Document

EPA will write responses to each comment directly into the web-based database. The contractor shall merge the data into one file as a draft comment response document that includes all public comments and EPA responses. The contractor shall provide electronic copies of this file to the WACOR to review. After the EPA WACOR reviews and has provided written comments on the draft comment-response document, the contractor shall prepare the final comment response document for the OW docket record.

Deliverables: Draft and Final Summaries of Public Comments

- Draft and Final Subject Category (Comment Code) Outline
- Draft and Final assignment of tracking codes for each letter
- Draft and Final Comment Response Database
- Draft and Final Comment response document (508 compliant)

Task 7.0: Analysis of Data from public comments

The contractor shall support EPA's evaluation of data submitted during the public comment period. The contractor shall compile a summary (table or spreadsheets) of data submitted during the public comments and compare this data to data EPA has previously collected to determine whether the data provided is new. If new data is submitted, the contractor shall evaluate and document whether the data meets the assessment factors (developed under CCL 3) to be considered in the CCL process (i.e., is the

data relevant, is the data complete (including meeting quality requirements), and is the data redundant with any other more comprehensive data sources), and evaluate whether the data could be used for screening and scoring based on the data hierarchies developed under CCL 3. This is to ensure that the best available data is used in the CCL 4 evaluation process. If the data can be used in the CCL 4 process (based on the factors described above), at the written direction of the EPA WACOR, the contractor shall use the new data to re-screen and re-score the contaminants, and document any changes.

If changes are made from the Draft CCL 4 to the Final CCL 4 as a result of public comments (or comments from the Science Advisory Board), the contractor shall also, at the direction of the EPA WACOR provide a spreadsheet(s) showing changes between the Draft and Final CCL 4 Universe, PCCL, and CCL. The contractor shall also, at the written direction of the WACOR, provide written descriptions/ rationale for such changes.

Deliverables: Draft(s) of summary spreadsheet(s) of data submitted during public comments

Draft(s) summaries of changes between the Draft and Final CCL 4 Universe, PCCL, and CCL

G. SCHEDULE OF DELIVERABLES:

The contractor shall ensure that all 508 compliant documents developed in all tasks outlined in this work assignment will align with EPA's 508 compliance checks (keywords, titles, tables, tags, etc.). The contractor is responsible for maintaining and utilizing the same version of Adobe as the EPA for purposes of developing and maintaining 508 compliant documents. To the extent practical, documents which are developed for this work assignment, and are to be 508 compliant should be designed to be such from their inception, minimizing the effort for conversion and maximizing 508 compliance quality assurance.

Task	Deliverable	Due to EPA	No of Copies/ Medium
0- Work Plan and Monthly Progress Reports	Work plan and monthly progress and financial reports	Per Contract	Per Contract
1 -General Meeting Support for the CCL	Meeting Notes	Within 5 days of the conclusion of the meeting	Electronic
2 -Data Collection and Evaluation of Potential Drinking Water Data Sources for CCL 4	*Summary spread sheets of any new compiled data sources Draft(s) Final	- TBD in written technical direction from the EPA WACOR - 10 days after receipt of written comments from the EPA WACOR	Electronic

	*Draft(s) and Final data compilation containing data for the Final CCL 4	-TBD in written technical direction from the EPA WACOR -2 weeks after receipt of written comments from the EPA WACOR	CD and electronically
3- Evaluation and Summaries of Nominated Contaminants	*Contaminant Information Sheets (CISs) for nominated contaminants -Draft (s) -Final	-TBD in written technical direction from the EPA WACOR - 10 days after receipt of written comments from the EPA WACOR	Electronic – Final CISs for nominated contaminants shall be 508 compliant
4- Technical Analyses, Data Evaluation, and Summaries of Other CCL Contaminants	*Data summaries (Contaminant Information Sheets) for other CCL 3 contaminants -Draft(s) *Summary statistics of Final CCL 4 contaminants -Draft - Final	-TBD in written technical direction from the EPA WACOR -10 days after receipt of written comments from the EPA WACOR - TBD in written technical direction from the EPA WACOR - 7 days after receipt of written comments from the EPA WACOR	Electronic Electronic
5- Update Supporting Documentation for the Final CCL 4	*Draft(s) and Final supporting documents for the Final CCL 4	-TBD in written technical direction from the EPA WACOR -7 days after receipt of written comments from the EPA WACOR	Electronic – All final Supporting documents shall be 508 compliant

6- Support for the CCL 4 Comment Response Process and Updating and Maintaining the Comment Response Database	*Draft and Final Summary of Public Comments	-TBD in written technical direction from the EPA WACOR -7 days after receipt of written comments from the EPA WACOR	Electronic
	*Draft and Final Subject Category (Comment Code) Outline	- TBD in written technical direction from the EPA WACOR -one week after receipt of written comments from the EPA WACOR	Electronic
	*Draft and Draft Final assignment of tracking codes for each letter	- TBD in written technical direction from the EPA WACOR -10 days after receipt of written comments from the EPA WACOR	Electronic
	*Draft and Final Comment Response Database	-TBD in written technical direction from the EPA WACOR -10 days after receipt of written comments from the EPA WACOR	Electronic (web based)
	*Draft and Final Comment response document (508 compliant)	-TBD in written technical direction from the EPA WACOR -10 days after receipt of written comments from the EPA WACOR	Electronic (Final Comment Response Document shall be 508 compliant)
7- Analysis of Data From Public Comments	*Draft(s) summary spreadsheets of data submitted during public comments	- TBD in written technical direction from the EPA WACOR	Electronic
	*Draft(s) summaries of changes between the		Electronic

	Draft and Final CCL 4 Universe, PCCL, and CCL	-TBD in written technical direction from the EPA WACOR	
* indicates the deliverable requires quality assurance subject to a QAPP			

H. LEVEL OF EFFORT ESTIMATES:

EPA estimates that 3650 professional hours will be required to complete the tasks outlined in this Performance Work Statement.

I. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS:

The contractor shall immediately notify the EPA Contracting Officer, CL COR and WA COR of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$20,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

J. TRAVEL: No travel is anticipated for the performance period.

K. SPECIAL REPORTING REQUIREMENTS: The contractor shall discuss the progress of the Work Assignment and any issues in periodic teleconference calls, approximately on a bi-weekly basis (every other week) with the WACOR. The EPA WACOR will schedule these teleconference calls.

L. QUALITY ASSURANCE SURVEILLANCE PLAN: Per Contract requirements.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-08				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-12-023			Contract Period 11/01/2012 To 04/30/2016 Base Option Period Number 3			Title of Work Assignment/SF Site Name Lead and Copper Rule				
Contractor Cadmus Group, Inc., The						Specify Section and paragraph of Contract SOW section 1.2, 1.10 and 1.4.1				
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 05/01/2015 To 04/30/2016				
Comments: Initial Work Assignment Issuance										
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund </div>										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
11/01/2012 To 04/30/2016										
This Action:						2,700				
Total:						2,700				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
Work Assignment Manager Name Erik Helm <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number 202-566-1049 FAX Number:				
Project Officer Name Ronald Coleman <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-8491 FAX Number:				
Other Agency Official Name Erin Ridder <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2155 FAX Number:				
Contracting Official Name Sandra Stargardt-Licis <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2006 FAX Number:				

**PERFORMANCE WORK STATEMENT
CADMUS CONTRACT EP-C-12-023
WORK ASSIGNMENT 3-08**

A. TITLE: Support for Lead and Copper Rule (LCR) Proposed Long-Term Regulatory Revisions

B. PERIOD OF PERFORMANCE: May 1, 2015 through April 30, 2016

C. WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WA COR):

Erik C. Helm
US EPA, Room 2227N
1200 Pennsylvania Ave., NW
MC 4607M
Washington, DC 20460
Tel: (202) 566-1049
Fax: (202) 564-3760
e-mail: helm.erik@epa.gov

ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (AWA COR):

Lameka Smith
US EPA, Room 2316D
1200 Pennsylvania Ave., NW
MC 4607M
Washington, DC 20460
Tel: (202) 564-1629
Fax: (202) 564-3760
e-mail: smith.lameka@epa.gov

D. BACKGROUND:

The Safe Drinking Water Act (SDWA), as amended in 1996, directs EPA to review existing National Primary Drinking Water Regulations (NPDWRs) at least once every six years, and revise them if appropriate. The Six Year Review of existing drinking water regulations considers key elements in the areas of health effects, technology, occurrence, and analytical capacity in reviewing existing drinking water regulations and making decisions regarding appropriateness of regulatory revision.

EPA is currently in the process of evaluating potential changes to the existing lead and copper rule. These regulatory changes may consist of modifications to the tiering criteria for lead and copper sampling sites, changes to requirements for lead service line replacement, changes and/or additions to existing corrosion control treatments, modifications to existing water quality parameters, and school sampling programs to assess water quality in the school/daycare setting.

The purpose of this work assignment is to provide support to the National Drinking Water Advisory Council (NDWAC) LCR working group in the form of logistics, and analyses.

E. QUALITY ASSURANCE:

Task(s) 1 and 2 in this work assignment require the use of secondary data. Collection, use and analysis of data will be identical to the procedures described in the Supplemental Project Specific Quality Assurance Project Plan (SQAPP) submitted and approved under task zero of WA 0-08, consistent with the Agency's Quality Assurance (QA) requirements, appending the Contract Level Quality Assurance Project Plan (QAPP)]. The project specific QA requirements must be addressed in the monthly progress reports as specified under Task 0, below.

F. TASK DESCRIPTION:

Task 0: Work Plan and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the workplan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and control costs.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 1-08 and 2-08. The workplan shall explain that collection, use and analysis of data in this work assignment will be identical to the procedures described in the SQAPP completed under task(s) 1 and 2 of WA 1-08 and Tasks 1 and 2 of WA 2-08. This task also includes monthly progress and financial reports. The monthly progress report shall summarize activities conducted for the reporting period, and in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs` broken out by the tasks in this WA. The contractor shall immediately notify the Contract Level COR (CL COR) and WA COR if any changes to the tasks involving the collection and analysis of the data occur and prepare a SQAPP supplementing the Contract Level (QAPP] accordingly. Work on these tasks cannot proceed until the contractor receives the EPA CL COR's notification of approval.

Deliverables: Work plan and monthly progress and financial reports submitted in accordance with contract requirements.

Task 1: Support for the NDWAC Working Group Stakeholder Consultations

1.1.a. The contractor shall provide support for the Lead and Copper Rule, Long-term Revisions consultation with the NDWAC (or "Council") working group by producing written notes of each meeting, in draft and in final form, in a format directed by the WACOR in technical direction. The notes shall be a summary level document which will include, at a minimum, a list of meeting participants; major issues discussed; record of decisions made; and action items. There are to be three deliverables for the NDWAC working group consultation meeting summaries: (1) A table outlining action items from the meeting; this table is due not more than three working days after each NDWAC consultation meeting; (2) Draft summary of the meeting due not more than three weeks after the meeting; (3) Final summary of the meeting may be required, which incorporates comments, due not more than five working days after the receipt of comments from EPA. For planning purposes, the contractor should assume a maximum of one NDWAC working group consultation meetings during this period of performance. Finalized meeting notes for NDWAC working group consultation meetings shall be 508 compliant.

1.1.b. The contractor shall provide support for the Lead and Copper Rule, Long-term Revisions consultation with the National Drinking Water Advisory Council (NDWAC, or "Council") working group by providing logistical meeting support for up to one working group meeting during this option period. Meeting logistical support shall contain, but may not be limited to the following: (1) Meeting space appropriate for a facilitated meeting of the working group plus approximately 40 observing members of the public. Based on the space provided for working group meetings under WA 1-08, it is EPA's understanding that the contractor's facility is available for these meetings at no direct charge to the work assignment. The space shall have tables sufficient to accommodate working group members, the facilitator, and EPA representatives. The meeting space shall be able to accommodate projected presentations, and shall also include other facilitation and office supplies as needed, such as flip charts and markers, note pads and pens. For planning purposes, the contractor may assume a minimal amount of copying cost associated with the meeting (likely to be fewer than 500 pages. See printing clause for details).

1.1c: EPA anticipates that additional analyses may be required for EPA to fully support the NDWAC working group deliberations and the subsequent rule revisions process. Specific analyses, calculations, and revisions will be specified by the EPA WACOR via written technical direction.

These additional analyses may include, but may not be limited to:

- Analyses to support rule revision scenario and small entity analysis
- Analyses to respond to public comments and inquiries
- Environmental Justice analyses
- Analyses to support changes to the LCR
- Other analyses as given in technical direction *Technical Direction must be in scope of the work assignment and may not change LOE or cost of the work assignment.

The WACOR will provide the contractor with any new data or information to support updating, revising, and/or undertaking additional analyses. The contractor shall incorporate any new analyses into the final deliverables if directed by the EPA WACOR.

The additional analyses shall be clear, concise, and well-organized. At a minimum, the analyses shall address all requested information in EPA's written technical direction. For those items that cannot be

addressed, the contractor shall provide a written explanation of why certain factors cannot be included. The contractor shall also notify EPA, within three business days, if the requested information cannot be completed within the time period specified.

Deliverables may include: Meeting summaries; NDWAC meeting support; additional analyses as requested in technical direction*.

For planning purposes, the contractor shall assume 30% of the technical effort will be required for this Task.

Task 2: Cost and Benefit Analysis Model Migration

Considering an efficient mix between migration cost and modeling efficiency, the contractor shall migrate to a more flexible and powerful working environment both the cost and benefits models which underlie the Economic Analysis associated with the LCR LTR. The goals of the cost model migration shall be to:

- Be entirely self-contained and delivered to EPA at the promulgation of the Final LCR LTR
- Be flexible enough to run different rule revision scenarios for cost comparison of rule revision options with minimal lead time
- Anticipate, to the extent practical, future revisions to the LCR and be immediately useable or with minimal effort adaptable to those future revisions
- Relate to the benefits model
- Be easily updated with baseline data, such as SDWIS data.

The goals of the benefits model migration shall be to:

- Be entirely self-contained and delivered to EPA at the promulgation of the Final LCR LTR
- Be flexible enough to run different rule revision scenarios for benefit comparison of rule revision options with minimal lead time
- Anticipate, to the extent practical, future revisions to the LCR and be immediately useable or with minimal effort adaptable to those future revisions
- Relate to the cost model
- Consider, to the extent practical, the most current science and most current EPA practice regarding the child and adult health effects of lead.
- Be easily updated with new human health and occurrence/exposure data

Deliverables: Revised cost and benefit models*.

For planning purposes, the contractor shall assume 70% of the technical effort will be required for this Task.

G. SCHEDULE OF DELIVERABLES:

508 compliance: The contractor shall ensure that all 508 compliant documents developed in this task and in all tasks outlined in this work assignment will align with EPA's 508 compliance checks (keywords, titles, tables, tags, etc.). The contractor is responsible for maintaining and utilizing the same version of Adobe as the EPA for purposes of developing and maintaining 508 compliant documents. To the extent practical, documents which are developed for this work assignment, and are to be 508 compliant should be designed to be such from their inception, minimizing the effort for conversion and maximizing 508 compliance quality assurance.

TASK	TASK DESCRIPTION	DEADLINES
0	Work plan and monthly progress reports	Per contract
1	NDWAC meeting support deliverables	Action Items Table: 3 working days from NDWAC working group meeting.
		Draft Meeting Summary: 3 weeks from NDWAC working group meeting.
		Final Meeting Summary: 5 working days from receipt of EPA comments. 508 compliant version of the final draft due date via technical direction.
1	Draft Additional Analyses	As specified in written technical direction from EPA WACOR.
2	Migrated, functional cost and benefit models	As specified in written technical direction from the EPA WACOR.

H. LEVEL OF EFFORT ESTIMATES:

EPA estimates that 2,700 professional hours will be required to complete the tasks outlined in this Performance Work Statement.

I. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS:

The contractor shall immediately notify the EPA Contracting Officer, CL COR and WA COR of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$20,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

J. TRAVEL: One trip per NDWAC Working Group Consultation Meeting for contractors taking notes. Not more than five trips to Washington, D.C. for model migration meetings.

K. SPECIAL REPORTING REQUIREMENTS:

This work assignment involves conference related support. While EPA does not anticipate the contractor's support to any individual meeting or other event (conference, workshop, symposium, retreat, seminar or training) incurring \$20,000 in total cost, the contractor shall immediately notify the EPA Contracting Officer, Contract Level COR and Work Assignment COR if it anticipates support to such event reaching this cost. Conference is defined as "[a] meeting, retreat, seminar, symposium or event that involves attendee travel. The term 'conference' also applies to training activities that are considered to be conferences under 5 CFR 410.404." Conference support includes internal and external events that involve attendee travel; training activities; and events incurring speaker fees, food expense, refreshment expenses, non-federal facility expenses, audio visual expenses, or contract-related conference expenses.

The contractor shall include a section in their monthly progress report which identifies the current and cumulative conference related expenditures for each individual meeting or other event falling under the definition of conference included above in paragraph 1. Event expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included.

L. QUALITY ASSURANCE SURVEILLANCE PLAN: Per Contract requirements

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-09				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-12-023			Contract Period 11/01/2012 To 04/30/2016			Title of Work Assignment/SF Site Name				
			Base Option Period Number 3			RAD's Protective Action Guides				
Contractor Cadmus Group, Inc., The					Specify Section and paragraph of Contract SOW section 1.6, 2.1, 2.1.2 and 5.1					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 05/01/2015 To 04/30/2016					
Comments: Initial Work Assignment Issuance										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
11/01/2012 To 04/30/2016										
This Action:						275				
Total:						275				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
Work Assignment Manager Name Samuel Hernandez						Branch/Mail Code:				
						Phone Number 202-564-1735				
_____ (Signature) (Date)						FAX Number:				
Project Officer Name Ronald Coleman						Branch/Mail Code:				
						Phone Number: 202-564-8491				
_____ (Signature) (Date)						FAX Number:				
Other Agency Official Name Erin Ridder						Branch/Mail Code:				
						Phone Number: 513-487-2155				
_____ (Signature) (Date)						FAX Number:				
Contracting Official Name Sandra Stargardt-Licis						Branch/Mail Code:				
						Phone Number: 513-487-2006				
_____ (Signature) (Date)						FAX Number:				

**PERFORMANCE WORK STATEMENT
CADMUS CONTRACT EP-C-12-023
WORK ASSIGNMENT 3-09**

A. TITLE: Scope of Protective Action Guides for Drinking Water

B. PERIOD OF PERFORMANCE: May 1, 2015 through April 30, 2016

C. WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WA COR):

**Samuel Hernandez
MC: 4607M
1200 Pennsylvania Ave., NW
Washington, DC 20460
202-564-1735**

ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER REPRESENTATIVE

**Jerry Ellis
MC: 4607M
1200 Pennsylvania Ave., NW
Washington, DC 20460
202-564-2766**

D. BACKGROUND:

The U.S. Environmental Protection Agency (EPA) is in the process of developing a Manual to assist public officials in planning for emergency response to radiological incidents. A radiological incident is an event or a series of events, deliberate or accidental, leading to the release or potential release into the environment of radioactive materials in sufficient quantity to warrant consideration of protective actions. The Manual will provide radiological protection criteria for application to all incidents that would require consideration of protective actions.

During an incident with an uncontrolled source of radiation, protection of the public from unnecessary exposure to radiation may require some form of intervention that will disrupt normal living. Such intervention is termed a protective action. Examples of protective actions include: evacuating an area; sheltering-in-place within a building or protective structure; administering potassium iodide (KI) as a supplemental action; acquiring an alternate source of drinking water; interdiction of food/milk.

The Manual will provide recommended numerical protective action guides (PAGs) for the principal protective actions available to public officials during a radiological incident. A PAG is defined as the projected dose to an individual from a release of radioactive material at which a specific protective action to reduce or avoid that dose is recommended. PAGs do not establish an acceptable level of risk for normal, nonemergency conditions, nor do they represent the boundary between safe and unsafe conditions. The PAGs are not legally binding regulations or standards and do not supersede any environmental laws.

The agency issued a draft PAGs manual on April 2013, and requested comments on the proposed actions. A final manual is expected to be issued by 2015.

E. QUALITY ASSURANCE:

Task(s) 1 & 2 in this work assignment requires the use of secondary data. Collection, use and analysis of data will be identical to the procedures described in the Supplemental Project Specific Quality Assurance Project Plan (SQAPP) completed under task(s) 1, 2, & 3 of WA 0-09, consistent with the Agency's Quality Assurance (QA) requirements, appending the Contract Level Quality Assurance Project Plan (QAPP). The project specific QA requirements must be addressed in the monthly progress reports as specified under Task 0, below. (This is the language for work assignments with an SQAPP already approved.

F. TASK DESCRIPTION:

Task 0: Work Plan and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the workplan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and control costs.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 2-09. The workplan shall explain that collection, use and analysis of data in this work assignment will be identical to the procedures described in the SQAPP completed under task(s) 1&2 of WA 2-09. This task also includes monthly progress and financial reports. The monthly progress report shall summarize activities conducted for the reporting period, and in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports shall include a table with the invoice LOE and costs broken out by the tasks in this WA. The contractor shall immediately notify the Contract Level COR (CL COR) and WA COR if any changes to the tasks involving the collection and analysis of the data occur and prepare a SQAPP supplementing the Contract Level (QAPP) accordingly. Work on these tasks cannot proceed until the contractor receives the EPA CL COR's notification of approval.

Deliverables: Work plan and monthly progress and financial reports submitted in accordance with contract requirements.

Task 1: Report on Available Actions and Recommendations

The contractor shall revise and update, (as directed by the WACOR) the report previously prepared by Cadmus which identifies options for EPA to consider as Protective Action Guides for drinking water during nuclear incidents. Any direction from EPA regarding updates will be the result from interactions with internal EPA organizations as well as interactions from interagency group. Updates would likely be to clarify or expand assessments contained in the Report.

The report includes an analysis of the risk levels to different sensitive subpopulations (i.e. children, pregnant women) associated with different PAG trigger levels. The report also contains explanations of how the health effects of radiation at different trigger levels could be clearly and effectively communicated to the public.

EPA projects that less than 10% of the total effort will be required for this Task

Deliverables:

- Revised Final Report on PAG options

Task 2: Assist in the Development of PAG Document & Responses to Public Comments

The contractor shall continue assisting EPA in the development of the Water Chapter of the PAG document. The water PAG chapter will be based on the report developed by Cadmus during option Year 1. EPA anticipates that the Water Chapter will be drafted by EPA and then transmitted to the Contractor for review and updates. EPA will consider recommendations and then direct the contractor to complete any necessary revisions.

Additionally the contractor shall support EPA in the development of responses to comments as it relates to the selection of Drinking Water PAGs. EPA will assign comments for the contractor to develop responses based on the work performed under Task 1.

EPA estimates that 80% of the total effort will be required in support of this task.

Deliverables:

- Draft Water PAG Chapter & Responses to Comments
- Final Water PAG Chapter & Responses to Comments

G. SCHEDULE OF DELIVERABLES:

Task	Deliverable	Due to EPA
0	Work Plan	Per Contract requirements
0	Monthly Progress Reports	Per Contract requirements
1	Final Revised Report on PAG options (508 compliant)	1 month from WACOR comments

2	Draft Water PAG Chapter & Responses to Comments	1 month from WACOR comments
2	Final Water PAG Chapter & Responses to Comments (508 compliant)	1 month from WACOR comments

H. LEVEL OF EFFORT ESTIMATES:

EPA estimates that 275 professional hours will be required to complete the tasks outlined in this Performance Work Statement.

I. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS:

The contractor shall immediately notify the EPA Contracting Officer, CL COR and WA COR of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$20,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

J. TRAVEL: None

K. SPECIAL REPORTING REQUIREMENTS: None

L. QUALITY ASSURANCE SURVEILLANCE PLAN: Per Contract requirements.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-11				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-12-023			Contract Period 11/01/2012 To 04/30/2016 Base Option Period Number 3			Title of Work Assignment/SF Site Name Reg Det 3				
Contractor Cadmus Group, Inc., The					Specify Section and paragraph of Contract SOW Section 1.2					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 05/01/2015 To 04/30/2016				
Comments: Initial Work Assignment Issuance										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
11/01/2012 To 04/30/2016										
This Action:						2,625				
Total:						2,625				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
Work Assignment Manager Name Ali Arvanaghi						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number 202-564-1260				
						FAX Number:				
Project Officer Name Ronald Coleman						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-8491				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Sandra Stargardt-Licis						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2006				
						FAX Number:				

**PERFORMANCE WORK STATEMENT
CADMUS CONTRACT EP-C-12-023
WORK ASSIGNMENT 3-11**

A. TITLE: Support for Regulatory Determination 3

B. PERIOD OF PERFORMANCE: Effective date through April 30, 2016

C. WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE:

Ali Arvanaghi
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ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE:

Zeno Bain
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Mail Code 4607M
1201 Constitution Ave, N.W.
Washington, DC 20460
Tel: 202/564-5970; Fax: 202/564-3760
E-mail: bain.zeno@epa.gov

D. BACKGROUND:

The Safe Drinking Water Act (SDWA), as amended in 1996, directed the Environmental Protection Agency (EPA) to publish a list of contaminants (referred to as the Contaminant Candidate List, or CCL) to assist in priority-setting efforts. The SDWA also directs EPA to select five or more contaminants from the CCL and determine whether or not to regulate these contaminants with a National Primary Drinking Water Regulation (NPDWR).

This work assignment continues the work of the previous contract EP-C-12-023 WA 1-11 while also adding tasks that will support EPA's regulatory determination recommendations for internal agency review and eventually publication. In order to support EPA, the contractor's efforts will involve the following, as needed:

- Conducting literature searches to identify additional information on occurrence data/exposure, release and physical properties.

- Preparing materials (i.e., contaminant information sheets, research needs tables) that will be used to assist EPA in option selection, communication with management, stakeholder gatherings, and identifying research needs and attending meetings as requested.
- Providing workgroup and public meeting support.
- Developing support documents (e.g., Analysis of Occurrence Data and Regulatory Determination Support Document).

Occurrence assessments are a necessary component of the listing and regulatory decision making process. Information on the distribution of contaminant occurrence levels in public water supplies of various source and size categories provides OGWDW with a basis for estimating the number of systems and the size of the affected population experiencing contaminant levels exceeding a known health effect level. Occurrence estimates are used to develop exposure assessments and, subsequently, the contribution of drinking water, relative to other sources of exposure, to total intake. The exposure information will provide the basis for the health assessment. The contractor shall continue the process of collecting and analyzing occurrence data (primary and/or supplemental) on the CCL3 contaminants for the Regulatory Determinations 3 effort as necessary as described by the tasks in this work assignment.

E. QUALITY ASSURANCE:

Tasks 1, 2, 4, 5 of this work assignment require the use of primary and/or secondary data. Collection, use and analysis of data will be identical to the procedures described in the Supplemental Project Specific Quality Assurance Project Plan (SQAPP) completed under tasks 1, 2, 4, 5 and 6 of WA0-11, consistent with the Agency's Quality Assurance (QA) requirements, appending the Contract Level Quality Assurance Project Plan (QAPP). The project specific QA requirements must be addressed in the monthly progress reports as specified under Task 0, below.

F. TASK DESCRIPTION:

Task 0: Work Plan and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of EP-C-12-023 WA 0-11. The workplan shall explain that collection, use and analysis of data in this work assignment will be identical to the procedures described in the SQAPP completed under Task 0 of WA 0-11. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs

broken out by the tasks in this WA. The contractor shall immediately notify the Contract-level COR and WA manager if any changes to the tasks involving the collection and analysis of the data occur and prepare a new SQAPP supplementing the Contract Level (QAPP] accordingly. Work on these tasks cannot proceed until the contractor receives notification of the new SQAPP approval from the PO via email.

Deliverables: Work plan, monthly progress and financial reports.

Task 1: Finalize Contaminant Background Documents and Update the Regulatory 3 Summary/Analyses and Status Table

The contractor developed background documents and status tables for all CCL 3 contaminants under this task under the previous work assignment. These background documents and status tables provided detailed and summarized overviews, respectively, of available occurrence and health data associated with each contaminant. Under this task, the contractor shall provide updated background documents, summary/analyses, and/or status table for a subset of CCL3 contaminants, as needed as indicated by technical direction from the EPA WACOR. For planning purposes, the contractor shall assume updates to the nitrosamines and chlorate documents. Draft documents were developed in Option Period 1 and the contractor can expect all changes to be minor.

Deliverables:

- Updated background documents for contaminants for which EPA is not making a regulatory determination.

Task 2: Update Technical Analysis of Occurrence Data Sources

The contractor analyzed occurrence data for all CCL 3 contaminants under this task under the previous work assignment. Occurrence analyses are conducted using a two-stage analytical approach. In Stage 1, the data are first reviewed, quality-checked, and characterized. They are then analyzed to generate simple, clear non-parametric estimates of contaminant occurrence. In Stage 2, statistical modeling is used to generate national probability estimates of contaminant occurrence based on estimated annual (or longer-term) mean concentrations of contaminants along with statistical measures of uncertainty and error. This includes disinfection byproducts (e.g. Nitrosamines) and any chemical which may need to be updated due to new data from UCMR3.

To the extent that new occurrence data sources become available, the contractor shall continue the analysis of occurrence data sources from the previous work assignment and continue analyses to incorporate new data into updated versions of Stage 1 Analysis and Final Stage 2 Reports. The contractor shall consider both the data sources that are currently available as well as any new data sources that may become available during the option year, in discussion with EPA, as described in technical direction from the EPA WACOR.

In addition, the contractor shall use publically available data in order to construct national extrapolations for specific chemicals when directed to do so by EPA WACOR.

The contractor shall additionally conduct analysis to support EPA's Environmental Justice considerations, as directed up to and including:

- How did your public participation process provide transparency and meaningful participation for minority, low-income, and indigenous populations and tribes?
- How did you identify and address existing and new disproportionate environmental and public health impacts on minority, low-income, and indigenous populations?
- How did actions taken under #1 and #2 impact the outcome or final decision?

The above defined questions are broad areas defined by the Environmental Justice Office. Initial analysis by the contractor shall focus on question 2 primarily. This effort is a possible continuation of previous efforts under Cadmus contract EP-C-07-022 WA 4-18 and shall be requested in technical direction if necessary.

Any collection of information shall be in compliance with the Paperwork Reduction Act (44 U.S.C. chapter 35; 5 CFR 1320) and approved ICRs in place.

For planning purposes, the contractor should assume the only additional data sources which will be analyzed will be the remaining portions of the UCMR data.

Deliverable:

- Updated Stage 1 Analysis Report
- Updated Final Stage 2 Report

Task 3: Meeting Support

The contractor shall attend and prepare summaries of all Reg. Det. 3 workgroup meetings and/or other meetings related to the work being done under this work assignment. The contractor's support shall include organizing, running and moderating a single public meeting as indicated by EPA WACOR. In addition, contractor shall attend occurrence sub-team meetings as directed by EPA WACOR.

In addition to preparing meeting summaries, the contractor shall provide pre-meeting support such as preparing and distributing meeting agendas and preparing and distributing meeting materials. The contractor shall also develop presentation slides and/or give presentations at one or more workgroup or public meetings, as described in technical direction from the EPA WACOR. In such cases, the contractor shall develop draft, interim, and final versions of presentation slides. The contractor shall review and evaluate all notes and presentations delivered to EPA to ensure accuracy and technical soundness.

The contractor shall provide support by reviewing presentations, tables, hand-outs, memos, etc. developed by EPA to help ensure accuracy of content. For planning purposes, the contractor shall assume assistance in the development of 3 sets of meetings materials (slides, tables, and agendas). For planning purposes, the contractor shall assume no additional public meetings and between five and ten Reg. Det. 3 workgroup and occurrence sub-team meetings and that all meetings will be in the Washington, DC area.

While EPA does not anticipate the contractor's support to any individual meeting incurring \$20,000 in cost, the contractor shall immediately notify the EPA Contracting Officer, Contract Level Contracting Officers Representative and Work Assignment Contracting Officer's Representative if it anticipates support to such an event reaching this cost. Event expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for event cost preparation should

be included, but the federal employee time for workshop preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

Deliverables:

- Meeting notes;
- Draft, interim, and final versions of presentations;
- Comments on presentations, tables, hand-outs, memos, etc;
- Briefing materials.

Task 4: Other Technical and Programmatic Support

This task supports the development of the CCL Regulatory Determination 3 Federal Register(s).

Subtask 4.1: Federal Register Package Support

The contractor shall provide support on the development of the Federal Register notice providing EPA's notice of intent for the CCL Regulatory Determination 3. Such support shall exclude inherently governmental functions and shall include: identifying and correcting formatting, typographical, grammatical, and other editing issues; identifying inconsistencies within and across the Federal Register notice and other supporting documents (e.g., communications strategy, technical support documents); ensuring the accuracy of cross-references; and retrieving copies of cited references. The contractor shall support EPA by assembling all materials cited in the preamble for submission to the OW Docket. The contractor shall develop and maintain a typed list of all references being obtained from the EPA authors of the preamble, as identified by the EPA WACOR, and their status. The EPA WACOR will identify any additional materials that the contractor is to submit to the Docket.

The contractor shall also provide support for the development of other documents that support the Federal Register package such as the communications strategy, transmittal memoranda, forms, and fact sheets as requested by EPA WACOR. Support shall include: developing draft documents based on the contents of the draft Federal Register notice and comments provided by the EPA WACOR; identifying formatting, typographical, grammatical, and other editing issues; and identifying inconsistencies, retrieval of online and hard copies of journal articles or other reference materials for citation. It should be noted that the contractor shall not be required to support the development of the health technical support document under this work assignment.

For work planning purposes, the contractor shall assume that a maximum of one additional revision of the Federal Register notice will be required in the period of performance. The contractor shall also assume that a maximum of one additional iteration of supporting materials for the notice will be required in the period of performance.

Deliverables

- Editorial support of draft and final Federal Register notices.
- Draft and final Federal Register supporting materials.
- Online and hard copy retrievals of journal articles or other references for citation.

- Inventory of the materials to be submitted to the Docket.

Subtask 4.2: Occurrence-Related Support for the Reg. Det. 3 FR Notices

The contractor shall review the occurrence and exposure portions of the preamble or responses to comments for the CCL Regulatory Determination 3 FR Notices. After receipt of EPA WACOR's written comments, the contractor shall provide support for the revision of the preamble and/or response to comments and submit it to EPA. If additional occurrence analyses, calculations, and revisions are required based on comments on the Federal Register notice(s), the EPA WACOR will notify the contractor in writing. These analysis may include consideration of relative exposure and analysis of total diet studies. For planning purposes, the contractor should assume no more than 3 iterations.

Deliverables: Draft and final reviews of preamble on occurrence and exposure related materials and, if necessary, any additional occurrence analyses.

Task 5: Support for Development of Regulatory Support Document for the Regulatory Determinations for the Third Drinking Water Contaminant Candidate List

The contractor shall provide support in the development of the final regulatory support documents to support Reg. Det. 3. The contractor shall compile the technical analyses and writing conducted under this work assignment and previous work assignments in order to develop the regulatory support document.

Scientific journal articles published in foreign languages shall be translated for EPA use as directed by EPA WACOR. The data from translated articles provides new information on the contaminants and shall be referenced in the Regulatory Support Documents.

The contractor shall also conduct and describe any other supporting analyses not conducted elsewhere that may be required to develop the occurrence document(s) and associated text, exhibits, and appendices. For planning purposes the contractor shall assume ten or fewer additional analyses.

The contractor shall support EPA's development of a regulatory support document by updating the documents as new data and/or information is made available as directed by the EPA WACOR. The contractor can expect up to two revisions of the current draft in order to produce the final document.

Subtask 5.1: Federal Register Package Support in response to OMB comments

The contractor shall provide support for the revision of regulatory support documents (For the Federal Register) in response to comments made during the review by OMB.

Deliverables:

- Final copy of regulatory support document.

Task 6: Office of Water Webpage Support

The contractor shall provide support for the publication of Reg Det documents on the EPA Office of Water website. As identified by EPA, the contractor shall provide a Section 508 compliant version of documents published to the EPA website. The documents to be published will be provided by EPA WACOR. For planning purposes, the contractor can expect between 10-20 documents to be formatted

for web publication. The specific documents will be provided by EPA WACOR and will be in their final revision.

Deliverables:

- Web content and related electronic files (508 Compliance will be specified in technical direction)

SCHEDULE OF DELIVERABLES:

Task	Tasks / Task Description	Deadlines	No of Copies/Medium
Task 0: Work Plan Preparation and Project Administration			
	Work Plan	Per contract	electronic
	Monthly Progress report	Per contract	electronic
Task 1: Finalize Contaminant Background Documents and Update the Regulatory 3 Summary/Analyses and Status Table			
	Updated background documents	As specified in technical direction from EPA WACOR	electronic
Task 2: Technical Analysis of Occurrence Data Sources			
	Updated Stage 1 Analysis of National Occurrence Report.*	2 weeks after receipt of technical direction from EPA WACOR.	electronic
	Updated Final reports of Stage 2 analysis on selected contaminants*	Within 3 weeks of technical direction from EPA WACOR.	electronic
Task 3: Work Group Meeting Support and Facilitation			
	Meeting Notes	Within one week of each meeting.	electronic
	Draft, interim, and final versions of presentations.	Within 2 weeks after receipt of technical direction from EPA WACOR.	electronic
	Comments on presentations, tables, hand-outs, memos, etc.	As specified in technical direction from EPA WACOR	electronic
	Briefing materials	As specified in technical direction from EPA WACOR	electronic
Task 4: Other Technical and Programmatic Support			

	Final Federal Register notice support	2 weeks after receipt of EPAWACOR's written comments on the draft	electronic
	Final Federal Register supporting materials*	2 weeks after receipt of WACOR's written comments on the draft	electronic
	Online and hard copy retrievals of cited references, maintaining an inventory of the materials to be submitted to the Docket. *	To be determined upon technical direction from the EPA WACOR	electronic
	Final reviews of preamble on occurrence and exposure related materials*	To be determined upon technical direction from the EPA WACOR	electronic
Task 5: Support for Development of Regulatory Support Document for Reg. Det. 3			
	Final draft of Regulatory Support Document*	2 weeks after receipt of WACOR's written comments on the draft	electronic
Task 6: Office of Water Webpage Support			
	Web content and related electronic files (508 Compliance will be specified in technical direction)*	As specified in technical direction from EPA WACOR	electronic

*Denotes products that required Section 508 conversion.

H. LEVEL OF EFFORT ESTIMATES:

EPA allocates 2625 professional hours in support of the work outlined in this Work Assignment.

I. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS:

The contractor shall immediately notify the EPA Contracting Officer, Contract-level COR and WACOR of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$20,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments,

registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

J. TRAVEL:

No Travel is anticipated.

K. SPECIAL REPORTING REQUIREMENTS:

The contractor shall provide status updates for each task on a weekly or bi-weekly basis, either through a meeting with the WACOR or over the telephone or email. Also, the contractor shall provide budget updates monthly by phone or email.

L. QUALITY ASSURANCE SURVEILLANCE PLAN: Per Contract requirements

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-13				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-12-023			Contract Period 11/01/2012 To 04/30/2016 Base Option Period Number 3			Title of Work Assignment/SF Site Name CCL4: Microbs				
Contractor Cadmus Group, Inc., The					Specify Section and paragraph of Contract SOW Section 1.0, 3.0, 4.0, and 5.0					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 05/01/2015 To 04/30/2016					
Comments: Initial Work Assignment Issuance										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:			LOE: 0					
11/01/2012 To 04/30/2016										
This Action:					645					
Total:					645					
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:			LOE:			
Cumulative Approved:				Cost/Fee:			LOE:			
Work Assignment Manager Name Hannah Holsinger							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number 202-564-0000			
							FAX Number:			
Project Officer Name Ronald Coleman							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-8491			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name Sandra Stargardt-Licis							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2006			
							FAX Number:			

**PERFORMANCE WORK STATEMENT
CADMUS CONTRACT EP-C-12-023
WORK ASSIGNMENT 3-13**

A. TITLE: Support for the Contaminant Candidate List 4: Microbial Contaminants

B. PERIOD OF PERFORMANCE: May 1, 2015 through April 30, 2016

C. WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WA COR):

Hannah Holsinger
US EPA, Room 2209W
Mail Code 4607M
1200 Pennsylvania Ave, N.W.
Washington, DC 20460
Tel: 202/564-0403; Fax: 202/564-3767
Email: holsinger.hannah@epa.gov

ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (AWA COR):

Heather Galada
US EPA, Room 2209U
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Email: galada.heather@epa.gov

D. BACKGROUND:

The Safe Drinking Water Act (SDWA) as amended in 1996 requires EPA to publish a list of contaminants that are known or anticipated to occur in public water systems, and which may require regulation under the SDWA known as the drinking water Contaminant Candidate List, or CCL. (Section 1412(b)(1)).

EPA published the final third drinking water Contaminant Candidate List (CCL 3) in the *Federal Register* on October 8, 2009. In developing the CCL 3, EPA implemented an improved process from that which was used for previous CCLs. The CCL 3 process was based on substantial expert input and recommendations from the National Academy of Science's National Research Council (NRC) and National Drinking Water Advisory Council (NDWAC). EPA used a multi-step process to identify contaminants for inclusion on the CCL 3. The list of bacteria, viruses, protozoa, helminths, and fungi in Taylor et al. (2001) was adopted upon the recommendation of NDWAC (2004) as the starting point for the CCL 3 microbial Universe. The microbial Universe included a total of 1,425 human pathogens including those compiled by Taylor et al. (2001) as well as nominations from the scientific community and EPA experts (*Contaminant Candidate List 3 Microbes: Identifying the Universe*).

The agency then applied 11 screening criteria to identify a preliminary CCL (PCCL) of 29 pathogens based on their potential to occur in public water systems and the potential for public health concern (See document: *Contaminant Candidate List 3 Microbes: PCCL TO CCL Process*). These microbes were then further evaluated using a classification approach and expert judgment to identify the CCL 3. The screening criteria were developed in part following the recommendations of the NRC and NDWAC workgroup on the CCL process and further reviewed by a panel of external experts as well as deliberations of the EPA microbiology workgroup based upon the expert panel report.

Previous work assignments (WA) focused efforts to review and update existing information on drinking water microbial contaminants and provide technical support through the publishing of the fourth draft Contaminant Candidate List (CCL 4). The fourth draft CCL list was published February 4th, 2015. This WA will build upon efforts completed for previous CCL efforts under WA's 4-37 and 5-37 issued under Cadmus Contract EP-C-07-022. The contractor shall utilize materials and analyses completed for previous CCL efforts as much as possible and shall update and build upon data collected under previous CCL efforts and the CCL 3 screening process for this WA. Data, materials, and analyses collected for the regulatory determination process for microbial contaminants on the CCL 3 should also be utilized as applicable.

This WA is also a follow on to efforts completed under the current contract EP-C-12-023 on previous Cadmus WA's 0-13, 1-13, and 2-13. The documents and most of the data sources that serve as applicable references are in the possession of the contractor. A list of some of these documents is provided in the "References" section at the end of this document. This list is not meant to be comprehensive and additional references could be added by either the contractor or the EPA WACOR. Under this work assignment the contractor shall continue to support EPA in the CCL 4 development process, focusing on efforts supporting the development of the final fourth CCL.

E. QUALITY ASSURANCE:

Tasks 1, 2, and 3 in this work assignment requires the use of secondary data. Collection, use and analysis of data will be identical to the procedures described in the Supplemental Project Specific Quality Assurance Project Plan (SQAPP) completed under task 0 of WA 0-13, consistent with the Agency's Quality Assurance (QA) requirements, appending the Contract Level Quality Assurance Project Plan (QAPP)]. The project specific QA requirements must be addressed in the monthly progress reports as specified under Task 0, below.

F. TASK DESCRIPTION:

Task 0: Work Plan and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the workplan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and control costs.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 0-13, 1-13, and 2-13. The workplan shall explain that collection, use and analysis of data in this work assignment will be identical to the procedures described in the SQAPP completed under task 0 of WA 0-13. This task also includes monthly progress and financial reports. The monthly progress report shall summarize activities conducted for the reporting period, and in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs broken out by the tasks in this WA. The contractor shall immediately notify the Contract Level COR (CL COR) and WA COR if any changes to the tasks involving the collection and analysis of the data occur and prepare a SQAPP supplementing the Contract Level (QAPP) accordingly. Work on these tasks cannot proceed until the contractor receives the EPA CL COR's notification of approval.

Deliverables: Work plan and monthly progress and financial reports submitted in accordance with contract requirements.

Task 1.0 Support Document(s) for the CCL 4 Microbes

Based on previous WAs the contractor developed the CCL 4 Microbe support documents that discussed the following topics: 1) summary of the evaluation process of microbial contaminants for the CCL 4 ; 2) summary of the data submitted through the nomination process; 3) summary of the data collected on nominated microbial pathogens (not provided through the nomination process); 4) data collected on the 12 microbial pathogens included in the final CCL 3 and associated support documents (e.g. updated fact sheets); 5) summary of nominated microbial contaminants scoring from Tasks 3 and 4 as appropriate (under WAs 0-13, and 1-13) and; 6) summary of the updated data compared to the data available under CCL 3. The contractor shall refer to the CCL 3 support document "*Contaminant Candidate List 3 Microbes: PCCL TO CCL Process*" and use as a reference for the CCL 4 Microbes support document. The contractor shall update this document after approval and technical direction from the EPA WACOR based on revisions to the draft fourth CCL and additional actions taken due to public comments.

The final version of the support document shall adhere to the requirements under Section 508 as previously stated.

The contractor shall also provide support for developing briefing materials, updating previous support documents drafted under WA previous WA's 4-37 and 5-37 of contract EP-C-07-022 and WA's 0-13, 1-13, 2-13 of contract EP-C-12-023 as needed (e.g., Contaminant Information Sheets), and other issue papers related to the CCL microbial contaminants, based upon written technical direction from the EPA WACOR. The contractor shall continue to support the development of the document related to cyanobacteria and cyanotoxins that began under previous WA 2-13 as directed by EPA through technical direction.

Deliverables: Revised Final CCL4 Microbes Support Document (508 compliant); 508 compliant final cyanobacteria support document.

Task 2.0: Support for the CCL 4 Microbes Comment Response Process

Subtask 2.1 Identify and Summarize comments

EPA published a *Federal Register* Notice presenting the Draft CCL 4 list for public comment February 4th, 2015. After technical direction from the EPA WACOR, the contractor shall support EPA's comment response process. The contractor shall review all microbial contaminant related comment letters, e-mail and attachments as they are received by the OW Docket Center to identify and summarize the comments and main issues (to be issued by technical direction). The comment summary should include a classification of each comment letter by commenter category (e.g., environmental group, state or local government, etc.), the number of comments on each contaminant (or group of contaminants), and identify major issues/themes.

Subtask 2.2 Update the Web-based Comment-Response Database and Develop a List of Comment Codes

Under prior contract efforts, the contractor developed a web-based comment response database. The contractor shall update and maintain this database for the purpose of containing and tracking all correspondence received from the public on the draft CCL 4 *Federal Register* Notice. All official comments shall be maintained as verbatim reproductions of the comments received from the public.

The contractor shall develop a draft outline of comment codes (to be issued by technical direction) for the purpose of categorizing public comments into the comment response database (to include at least one comment code for each contaminant included on the draft CCL 4). The EPA WACOR will review this draft outline and provide comments to the contractor. After receiving comments from the EPA WACOR the contractor shall revise the outline and submit the final outline to the WACOR.

Subtask 2.3 Develop tracking codes and enter comments into database

After EPA WACOR approval of the final outline, the contractor shall review, as they are received, all public comment letters, e-mail, and attachments received by the OW Docket Center and provide each comment with tracking codes. These codes will identify the comment letter (as numbered by the OW docket), comment number of the individual comment within each letter, and the comment

code (from the outline) that each individual comment falls under (comments should only be categorized into one comment code). The EPA WACOR will review the marked up sections of each comment letter to examine the coding assigned to each comment and ensure accurate categorization of comments. After receiving comments from the EPA WACOR, the contractor shall reassign any comments that may have been mis-categorized and enter each comment into the approved database.

The contractor shall ensure that all comments have been coded by subject area. The contractor shall ensure that each unique comment has been entered into the database. The entry shall contain all of the information coded above and the verbatim text of the comment. The contractor shall submit a written summary of issues to the EPA WACOR.

Subtask 2.4 Maintain the comment response database

The contractor shall maintain and update the database and its supporting documentation. The contractor shall notify the EPA WACOR when the down-time occurs. The contractor shall locate comments by their subject code, track the number of comments under each subject code and check responses to ensure all comments have been responded to. After technical direction from the EPA WACOR, the contractor shall query the database and provide the EPA WACOR with the approximate number and nature of comments received.

The contractor shall sort comments by subject category code for distribution to EPA staff responsible for responding to comments.

Deliverables: 2.1 Draft Summary of Comments; 2.2 Draft and Final Subject Category (Comment Code) Outline; 2.3 Draft and Draft Final assignment of tracking codes for each public comment letter; 2.4 Draft Comment Response Database

Task 3.0: Analysis of Data from Public Comments

The contractor shall support EPA's evaluation of data and information submitted during the public comment period. The contractor shall compile a summary (table or spreadsheets) of data and information submitted during the public comments and compare this data to data EPA has previously collected to determine whether the data provided is new. If new data is submitted, the contractor shall evaluate and document whether the data meets the assessment factors (developed under CCL 3) to be considered in the CCL process (i.e., is the data relevant, is the data complete (including meeting quality requirements), and is the data redundant with any other more comprehensive data sources), and evaluate whether the data could be used for screening and scoring based on the data hierarchies developed under CCL 3. This is to ensure that the best available data is used in the CCL 4 evaluation process. If the data can be used in the CCL 4 process (based on the factors described above), at the written direction of the EPA WACOR, the contractor shall use the new data to re-screen and re-score the contaminants, and document any changes. Should commentors cite sources of data, Cadmus shall support EPA's data collection and data review efforts, as stated for commentor submitted data, as directed by technical direction.

If changes are made from the Draft CCL 4 to the Final CCL 4 as a result of public comments (or comments from the Science Advisory Board), the contractor shall also, at the direction of the EPA WACOR provide a spreadsheet(s) showing changes between the Draft and Final CCL 4 Universe, PCCL, and CCL. The contractor shall also, at the written direction of the WACOR, provide written descriptions/ rationale for such changes.

Deliverables: Draft(s) of summary spreadsheet(s) of data submitted during public comments; Draft(s) summaries of changes between the Draft and Final CCL 4 Universe, PCCL, and CCL

G. SCHEDULE OF DELIVERABLES:

The contractor shall deliver all draft and final documents in Microsoft Office documents and/or PDFs and will comply with the EPA's 508 compliance requirements for posting on the Internet. Unless otherwise requested by the EPA WACOR in writing, the contractor shall deliver all other products electronically. All due dates below are calendar days, weeks, or months unless otherwise noted.

Task	Deliverable Description	Estimated Date Of Completion
0	Work plan, Technical Progress Reports	Per contract
1.0	Updated Final CCL 4 Microbes Support Document (508 compliant) *	TBD in written technical direction from the EPA WACOR
	508 compliant final cyanobacteria support document.	TBD in written technical direction from the EPA WACOR
2.0	2.1 Draft Summary of Comments*	TBD in written technical direction from the EPA WACOR
	2.2 Draft Subject Category (Comment Code) Outline*	TBD in written technical direction from the EPA WACOR
	2.2 Final Subject Category (Comment Code) Outline*	One week after receipt of written comments from the EPA WACOR
	2.3 Draft assignment of tracking codes for each letter*	TBD in written technical direction from the EPA WACOR
	2.3 Draft Final assignment of tracking codes for each letter*	10 days after receipt of written comments from the EPA WACOR
	2.4 Draft Comment Response Database*	TBD in written technical direction from the EPA WACOR

Task	Deliverable Description	Estimated Date Of Completion
3.0	Draft(s) of summary spreadsheet(s) of data submitted during public comments*	TBD in written technical direction from the EPA WACOR
	Draft(s) summaries of changes between the Draft and Final CCL 4 Universe, PCCL, and CCL*	TBD in written technical direction from the EPA WACOR

*Deliverables subject to quality assurance

H. LEVEL OF EFFORT ESTIMATES:

EPA estimates that 453 professional hours will be required to complete the tasks outlined in this Performance Work Statement.

I. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS:

The contractor shall immediately notify the EPA Contracting Officer, CL COR and WA COR of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$20,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

J. TRAVEL: None Required

K. SPECIAL REPORTING REQUIREMENTS: The contractor shall address each task separately in the monthly progress and financial support

L. QUALITY ASSURANCE SURVEILLANCE PLAN: Per Contract requirements.

M. REFERENCES

- Contaminant Candidate List 3 Microbes: Identifying the Universe (EPA 815-R- R-09-004)
- Contaminant Candidate List 3 Microbes: Screening to the PCCL (EPA 815-R-09-005)
- Contaminant Candidate List 3 Microbes: PCCL TO CCL Process (EPA 815-R-09-009)
- Drinking Water Contaminant Candidate List 3 – Draft Notice
- Drinking Water Contaminant Candidate List 3 – Final Rule

- Microbial Expert Input and Review for the Third Contaminant Candidate List (EPA 815-R-08-0010)
- Summary of Nominations for the Third Contaminant Candidate List (August, 2009)
- Guidelines for Canadian Drinking Water Quality (CADW): Summary of Guidelines – Health Canada
- Health Canada. 2006. Guidelines for Canadian Drinking Water Quality (CADW): Guideline Technical Document - Bacterial Waterborne Pathogens: Current and Emerging Organisms of Concern.
- Knipe, D. M. and P. M. Howley (ed.). 2007. Fields Virology, 5th Edition, Wolters-Kluwer Lippincott Williams & Williams, Philadelphia.
- Knipe, D. M. and P. M. Howley (ed.). 2013. Fields Virology, 6th Edition, Lippincott Williams & Williams, Philadelphia.
- Murray, P. R., E. J. Baron, J. H. Jorgensen, M. L. Landry, and M. A. Pfaller (ed.). 2007. Manual of Clinical Microbiology, 9th Edition, ASM Press, Washington, DC.
- Murray, P. R., E. J. Baron, J. H. Jorgensen, M. L. Landry, and M. A. Pfaller (ed.). 2011. Manual of Clinical Microbiology, 10th Edition, ASM Press, Washington, DC.
- Taylor, H.L., S.M. Latham, and M.E.J. Woolhouse. 2001. Risk factors for human disease emergence. *Phil. Trans. R. Soc. Lond. B.* (356): 983 – 989.
- Appendix to *Phil. Trans. R. Soc. Lond. B.* (ISSN 0962 8436) No. 1411, pp. 983 – 989, July 29, 2001.
- WHO Guidelines for Drinking Water Quality (4th Edition, 2011)

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <h1 style="margin: 0;">EPA</h1> </div> <div style="text-align: center;"> <p>United States Environmental Protection Agency Washington, DC 20460</p> <h2 style="margin: 0;">Work Assignment</h2> </div> </div>		<p>Work Assignment Number 3-14</p> <p><input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:</p>								
<p>Contract Number EP-C-12-023</p>		<p>Contract Period 11/01/2012 To 04/30/2016</p> <p>Base Option Period Number 3</p>								
<p>Contractor Cadmus Group, Inc., The</p>		<p>Specify Section and paragraph of Contract SOW Section 1.1.2</p>								
<p>Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out</p> <p> <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding</p> <p> <input type="checkbox"/> Work Plan Approval</p>		<p>Period of Performance</p> <p>From 05/01/2015 To 04/30/2016</p>								
<p>Comments: Initial Work Assignment Issuance</p>										
<p><input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund</p>										
<p>SFO (Max 2) <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A.</p>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
11/01/2012 To 04/30/2016				0						
This Action:						1,050				
Total:						1,050				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
<p>Work Assignment Manager Name Judy Brisbin</p> <p>_____</p> <p style="text-align: center;">(Signature) (Date)</p>						Branch/Mail Code:				
						Phone Number 513-569-7883				
						FAX Number:				
<p>Project Officer Name Ronald Coleman</p> <p>_____</p> <p style="text-align: center;">(Signature) (Date)</p>						Branch/Mail Code:				
						Phone Number: 202-564-8491				
						FAX Number:				
<p>Other Agency Official Name Erin Ridder</p> <p>_____</p> <p style="text-align: center;">(Signature) (Date)</p>						Branch/Mail Code:				
						Phone Number: 513-487-2155				
						FAX Number:				
<p>Contracting Official Name Sandra Stargardt-Licis</p> <p>_____</p> <p style="text-align: center;">(Signature) (Date)</p>						Branch/Mail Code:				
						Phone Number: 513-487-2006				
						FAX Number:				

**PERFORMANCE WORK STATEMENT
CADMUS CONTRACT EP-C-12-023
WORK ASSIGNMENT 3-14**

A. TITLE: Laboratory Certification Chemistry/Microbiology Training Support & Oversight

B. PERIOD OF PERFORMANCE: May 1, 2015 through April 30, 2016

C. WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WA COR):

Name: Judy Brisbin
Branch: USEPA/OGWDW/SRMD
Address: 26 W. MLK Drive
Mail code: 140
Cincinnati, OH 45268
E-mail: brisbin.judy@epa.gov
Phone: (513) 569-7883
FAX: (513) 569-7191

ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (AWA COR):

Name: Glynda Smith
Address: Same as above
Email: smith.glynda@epa.gov
Phone: (513) 569-7652
Fax: (513) 569-7191

Technical Advisor:

Name: Carrie Miller
Address: Same as above
E-mail: miller.carrie@epa.gov
Phone: (513) 569-7919
FAX: (513) 569-7191

The EPA Technical Advisor will be an additional resource that will assist the EPA WACOR and Contractor in accomplishing the work outlined in this Performance Work Statement. The Technical Advisor's role will be an exchange of information through technical communications with the Contractor. The Technical Advisor will provide no formal direction of the Contractor's efforts.

D. BACKGROUND:

Public water systems serving at least 25 persons or having at least 15 service connections must comply with the Safe Drinking Water Act (SDWA) and the requirements of the National Primary Drinking Water Regulations (NPDWR) (40 CFR 141). Section 1401(1)(D) of the Act defines a National Primary Drinking Water Regulation to include "criteria and procedures . . . [for] quality control and testing procedures to insure compliance . . . " EPA regulations require community water systems to conduct monitoring for compliance with the drinking water standards. In addition, regulations provide that analyses must be

conducted by laboratories certified by EPA or the States. The regulations also establish requirements for laboratory certification.

The Office of Ground Water and Drinking Water (OGWDW) Technical Support Center (TSC), with assistance from the Office of Research and Development (ORD), has the responsibility for developing and implementing the national certification program for laboratories that analyze drinking water samples and for implementing the Safe Drinking Water Act. These responsibilities include the following:

- Develop and participate in training courses to support the certification program (contract level PWS sections 2.1.4, 3.1, 4.1, 4.2, 4.3, 5.1 and 5.3).
- Develop and participate in Regional Laboratory Certification Program Assessments (contract level PWS sections 3.1, 3.2.2.2, 4.1, 4.3 and 5.1).
- Prepare documentation needed to develop a Method Update Rule (MUR) (contract level PWS sections 2.1.4, 3.1, 4.1 and 5.1).
- Support teleconferences for Laboratory Certification Workgroups by developing agendas, taking minutes, distributing minutes and other related information, and coordinating action items (contract level PWS sections 3.1 and 5.1).

E. QUALITY ASSURANCE:

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the Contract Level Quality Assurance Project Plan (QAPP) or to prepare a Project-Specific Quality Assurance project Plan (SQAPP).

F. TASK DESCRIPTION:

Task 0: Work Plan and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the workplan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and control costs.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 0-14, WA 1-14, Amendment 1 to WA 1-14, and WA 2-14. In addition, the work plan shall specify that a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract Level QAPP or a PQAPP is not required. This task also includes monthly progress and financial reports. The monthly progress report shall summarize activities conducted for the reporting period, and in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs` broken out by the tasks in this WA.

Deliverables: Work plan and monthly progress and financial reports submitted in accordance with contract requirements.

Task 1: Preparation of Certification Officer Training Course Materials

The contractor shall support EPA by preparing/updating mock laboratory data packages to be used during the EPA Certification Officer Training Courses. One master data package and 3 data packages with deviations shall be prepared for each Test Method. The Test Methods may include EPA 200.9 Rev. 2.2 with 5 analytes, EPA 531.2 Rev. 1.0 with 2 analytes, EPA 524.2 Rev. 4.1 with 5 analytes, and any others as directed by the WACOR. The data packages shall include the following sections: Standard Operating Procedure (SOP), Initial Demonstration of Capability (IDC), Method Detection Limit (MDL), and Field/Performance Testing (PT) samples. The SOP shall be prepared in Microsoft Office Word 2007. The rest of the data package, the data portion, shall be prepared in Microsoft Office Excel 2007.

Personnel qualifications for the contractor should include a mix of skills such as: working knowledge of chemistry methods and quality control requirements for laboratories analyzing compliance drinking water samples. No travel is anticipated for this task.

Deliverables: Master Mock Laboratory Data Packages with three associated versions containing a variety of deviations.

Task 2 Regional Laboratory Certification Program Assessment (RLCPA)

The main objective of this task is to assist TSC in the Assessment of Regional Laboratory Certification Programs. Another key objective is to revise the draft RLCPA report template and develop a consensus checklist with an associated EPA SOP. The contractor shall prepare a summary report from the information provided by the Regions in the form of an Annual Questionnaire. The Annual Questionnaire, previous RLCPA reports and interim communication shall be used to populate the RLCPA report prior to attending the on-site RLCPA. The contractor shall also attend on-site RLCPAs to take notes and review files. The contractor shall then prepare a final draft RLCPA and incorporate comments from EPA's TSC Laboratory Certification Team. A final report shall then be distributed to the applicable Region.

Personnel qualifications for the contractor shall include a mix of skills such as: familiarity with State Certification Programs, Webinar development and presentation; and, database skills for inputting elements and use for tracking future RLCPAs. Travel to 3 or 4 EPA Regional Headquarters is anticipated for this task.

Deliverables: Regional Laboratory Certification Program Assessment (RLCPA) Report template and checklists with the associated Standard Operating Procedure. Reports for 3 or 4 RLCPAs per year and a summary of the Annual Questionnaires.

Task 3 Laboratory Certification Officer Training Support

The contractor shall support EPA by preparing, editing and/or updating PowerPoint Presentations to be used during the EPA Certification Officer Training Courses. EPA staff will provide the contractor with any existing presentations in Microsoft Office PowerPoint 2007. Materials needed to prepare

new or edit/update existing presentations may also be provided. The contractor shall prepare all presentations in either Adobe Presenter or Adobe Captivate.

Personnel qualifications for the contractor shall include a mix of skills such as: working knowledge of chemistry methods, familiarity with State Certification Programs, quality control requirements for laboratories analyzing compliance drinking water samples, online course development and presentation, and documentation of student participation and grades. Travel to attend the Chemistry Certification Officers Training Course in Cincinnati is anticipated for this task. Other direct costs may include computer software and associated electronic hardware for high quality communication and graphics to encourage discussion and interaction.

Deliverables: Certification Officer Training Course PowerPoint Presentations containing edited and/or updated information.

Task 4: Regulatory support for the next Drinking Water Methods Update Rule (MUR)

The contractor shall review currently promulgated drinking water methods (chemistry, micro, and/or radiochemistry) to determine which ones should be updated to include appropriate quality control requirements and/or standardized to current EPA method format. The contractor shall identify any methods that should be removed because “greener” (i.e. more environmentally-friendly) methods exist. The contractor shall also identify methods that are no longer in use or rarely used. The contractor shall revise, update and re-type methods in standardized format with quality control requirements for distribution to the public. The contractor shall finalize all deliverables in compliance with Section 508 of the Federal Rehabilitation Act. The contractor shall develop microbiology tables similar in format to the chemistry tables for approved methods relative to regulatory requirements. The contractor shall provide support for regulatory development of a MUR package.

Personnel qualifications for the contractor should include a mix of skills such as: working knowledge of chemistry and microbiology methods, quality control standards for good laboratory practices, and EPA method formatting. The contractor shall also possess good communication and survey skills for identifying method use to meet federal drinking water regulations. No travel is anticipated for this task.

Deliverables: A list of methods needing revision or removal, updated methods, a Microbiology table and Regulatory draft language and package development for a Method Update Rule.

Task 5: Administrative support for monthly Certification Officer Teleconferences

The contractor shall compile agendas, arrange conference lines, communicate meeting logistics, and record meeting minutes for monthly OGWDW/SRMD/TSC teleconferences with Regional representatives. The contractor shall include agenda items of interest to TSC and the Regions. The contractor shall notify all participants of an agreeable date, time and call-in number. The contractor shall record meeting minutes for review by TSC within a week of the meeting, and then incorporate

TSC edits. The contractor shall provide pertinent resource material, and compile work products such as standard operating procedures for Regional Laboratory Certification Program Assessments.

Personnel qualifications for the contractor should include a mix of skills such as: meeting organization, knowledge of standard operating procedures for certification programs, and EPA formatting. The contractor shall also possess good communication. No travel is anticipated for this task.

Deliverables: Meeting agendas and minutes.

G. SCHEDULE OF DELIVERABLES:

Task	Deliverable	Due EPA	# Copies/Medium
0	Work Plan	Per contract.	One copy via email
0	Monthly progress and financial reports	Per contract.	One copy via email
1	Master Mock Laboratory Data Packages with three associated versions containing a variety of deviations.	Upon EPA technical direction.	One copy via email
2	Revise Draft RLCPA Report template.	Upon EPA technical direction.	One copy via email
2	Summary of pertinent information from the annual questionnaire, previous RLCPA reports and interim communication for Regional RLCPA.	Two weeks prior to the Regional on-site RLCPA.	One copy via email
2	Notes and draft Regional RLCPA Report.	Within 30 days after the Regional on-site RLCPA.	One copy via email
2	Incorporation of TSC comments into the RLCPA report.	Within 30 days after receiving TSC comments.	One copy via email
2	Compile Annual Questionnaire response from the Regions into 1 report.	Upon EPA technical direction.	One copy via email
2	Organize and facilitate Webinars as needed.	Upon EPA technical direction.	One copy via email

3	Draft of course modules for Certification Officer Training Courses in Adobe Presenter or Adobe Captivate.	Two months after technical direction.	One copy via email
4	List of methods needing revision and methods needing removal	Arrange a date no later than two months after WACOR technical direction.	One copy via email
4	Method revision and 508 compliance	Two methods per month after technical direction.	One copy via email
4	Microbiology table	Upon EPA technical direction.	One copy via email
4	Regulatory draft language and package development	Upon EPA technical direction.	One copy via email
5	Email a Call for Topics for upcoming Regional CO call to call participants with a one week deadline for submissions.	Two weeks prior to monthly meeting.	One copy via email
5	Compile topics submitted for upcoming Regional CO call in a Draft Agenda and submit to WACOR.	One week prior to monthly meeting.	One copy via email
5	Transmit Final Agenda for upcoming Regional CO call to call participants.	Within two days of receiving Final Agenda from WACOR but no later than one day prior to upcoming call.	One copy via email
5	Compile Draft Meeting Minutes and submit to WACOR.	Two weeks after monthly meeting.	One copy via email
5	Transmit Final Meeting Minutes to call participants.	Within two days of receiving Final Meeting Minutes from WACOR.	One copy via email
5	Meeting Work Products	Upon EPA technical direction	One copy via email

H. LEVEL OF EFFORT ESTIMATES:

EPA estimates that 1000 professional hours will be required to complete the tasks outlined in this Performance Work Statement.

I. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS:

The contractor shall immediately notify the EPA Contracting Officer, CL COR and WA COR of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$20,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

J. TRAVEL:

The contractor shall assume travel will be required in support of this work effort. For planning purposes, the contract shall assume the need for 1 trip for 1 or 2 people to Houston, TX, Kansas City, KS, Edison, NJ, and Richmond, CA. The EPA WACOR will provide written technical direction. Prior to travel, the contractor shall receive authorization from the Project Officer.

K. SPECIAL REPORTING REQUIREMENTS:

The contractor shall report any urgent issues to the WACOR via phone or email.

L. QUALITY ASSURANCE SURVEILLANCE PLAN:

Per Contract requirements.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-16				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-12-023			Contract Period 11/01/2012 To 04/30/2016			Title of Work Assignment/SF Site Name				
			Base Option Period Number 3			Microbial/Disinfect. By-Product				
Contractor Cadmus Group, Inc., The					Specify Section and paragraph of Contract SOW Section 1.1, 2.1, and 3.1					
Purpose:					Period of Performance					
<input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					From 05/01/2015 To 04/30/2016					
Comments: Initial Work Assignment Issuance										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
11/01/2012 To 04/30/2016										
This Action:						5,550				
Total:						5,550				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
Work Assignment Manager Name Richard Weisman						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number 202-564-2822				
						FAX Number:				
Project Officer Name Ronald Coleman						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-8491				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Sandra Stargardt-Licis						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2006				
						FAX Number:				

**PERFORMANCE WORK STATEMENT
CADMUS CONTRACT EP-C-12-023
WORK ASSIGNMENT 3-16**

A. TITLE: Review of Microbial/Disinfectant By-Product Rules

B. PERIOD OF PERFORMANCE: Effective Date through April 30, 2016

C. WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE:

Rich Weisman
Standards and Risk Reduction Branch
US EPA, Room 2209Q
1200 Pennsylvania Ave., NW
Mail Code 4607M
Washington, DC 20460
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Fax: (202) 564-3767
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ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE:

Hannah Holsinger
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Fax: (202) 564-3767
E-mail: holsinger.hannah@epa.gov

D. BACKGROUND:

The 1996 Amendments to the Safe Drinking Water Act (SDWA) requires the U.S. Environmental Protection Agency (EPA) to review its existing drinking water regulations every six years. Section 1412(b)(9) of the SDWA states "The administrator shall, not less often than every 6 years, review and revise, as appropriate, each national primary drinking water regulation promulgated under this title. Any revision of a national primary drinking water regulation shall be promulgated in accordance with this section, except that each revision shall maintain, or provide for greater, protection of the health of persons."

Since the 1996 SDWA Amendments were enacted, EPA has completed two comprehensive reviews of existing National Primary Drinking Water Regulations: Six-Year Review 1 (completed in July 2003) and Six-Year Review 2 (completed in March 2010). Under Six-Year Review 1, the

Agency reviewed 69 National Primary Drinking Water Regulations (NPDWRs), which included 68 chemical NPDWRs and the Total Coliform Rule. Based on its preliminary review, public comments, and other information, the Agency concluded to revise the Total Coliform Rule, but not to revise the 68 chemical NPDWRs.

Six-Year Review 1 was conducted according to the June 2003 “EPA Protocol for the Review of Existing National Primary Drinking Water Regulations” (EPA 815-R-03-002). The protocol was developed by a workgroup, with representatives from EPA’s Office of Ground Water and Drinking Water (OGWDW), the Office of Science and Technology, the Office of General Counsel, the Office of Pesticide Programs, the Office of Research and Development, the Office of Policy, Economics and Innovation, the Office of Solid Waste and Emergency Response, and EPA Regions I, V, VII, IX, and X. Workgroup members provided technical guidance throughout. The National Drinking Water Advisory Council (NDWAC) and many stakeholders provided valuable advice to improve the review process and this document. The Cadmus Group, Inc., served as the prime contractor for developing this document.

Under Six-Year Review 2, the Agency reviewed 71 NPDWRs and identified four chemical NPDWRs for revision (acrylamide, epichlorohydrin, tetrachloroethylene, and trichloroethylene). Six-Year Review 2 was conducted according to the October 2009 “EPA Protocol for the Second Review of Existing National Primary Drinking Water Regulations (Updated)” (EPA 815-B-09-002). Although the updated protocol notes that the protocol included only “minor refinements,” it nearly doubled in length, primarily due to an expanded decision tree, with detailed diagrams for each of its branches, including six that were not part of Six-Year Review 1 (health effects and Maximum Contaminant Level Goal (MCLG), Maximum Contaminant Level (MCL), treatment technique, analytical methods, occurrence and exposure, and treatment feasibility).

Under this work assignment, EPA is seeking continued support, as a follow-on to work assignment 2-16, for its effort pertaining to the Microbial and Disinfectant By-Product (MDBP) rules that EPA expects to review during the third Six-Year Review (SYR3). The MDBP rules address several regulations such as the Surface Water Treatment Rule (SWTR), Interim Enhanced Surface Water Treatment Rule (IESWTR), Long Term 1 Enhanced Surface Water Treatment Rule (LT1), Filter Backwash Recycling Rule (FBRR), Long Term 2 Enhanced Surface Water Treatment Rule (LT2), Groundwater Rule (GWR), Stage 1 Disinfectants and Disinfection Byproducts Rule (Stage 1 DBPR), and Stage 2 Disinfectants and Disinfection Byproducts Rule (Stage 2 DBPR). In total, these rules address 14 National Primary Drinking Water Regulations, including microbial contaminants/indicators (such as giardia lamblia, viruses, legionella, cryptosporidium, heterotrophic plate count (HPC), and turbidity), disinfection byproducts/indicators (such as trihalomethanes (THMs), haloacetic acids (HAAs), chlorite, and bromate), and disinfectant residuals (such as chlorine, chloramine, and chlorine dioxide).

EPA published the National Primary Drinking Water Regulations for Stage 2 DBPR on January 4, 2006 (71 FR 388). That rule was intended to reduce potential cancer risks and address concerns with potential reproductive and developmental risks from disinfection byproducts (DBPs). It covered information such as applicability, requirements, compliance monitoring, and public

health concerns. LT2 was finalized and implemented simultaneously with the Stage 2 DBPR to ensure that drinking water is microbiologically safe at the limits set for DBPs. Although previously planned to be on an expedited schedule, support efforts for LT2 have now been incorporated into the SYR3 effort.

As part of the SYR3 process for the MDBP rules, EPA will assess and analyze new data/information regarding health effects, epidemiology, occurrence, treatment, and other risk mitigation measures, analytical methods, and risk from all relevant contaminants to evaluate whether there are new or additional ways to estimate and manage risk that will maintain or strengthen public health protection. Some of the new data/information will be based on the results from a literature review matrix, which was compiled by Cadmus under WA 5-36 (Contract EP-C-07-022). Potential outputs from the SYR3 review will include summary documents on health effects, occurrence, treatment, and implementation, as well as documents used to support the SYR action. In performing the tasks identified below, Cadmus shall indicate how each product may be incorporated into the SYR3 outputs.

E. QUALITY ASSURANCE:

Tasks 1, 2, 4, 5, 6, 7, 8, 9, 10, and 11 in this work assignment require the use secondary data. While EPA has determined that the collection, use and analysis of data will be identical to the procedures described in the Supplemental Project Specific Quality Assurance Project Plans (SQAPP) approved for Base Period Work Assignment 0-16 (Tasks 1, 2, 4, 5, 6, 7, 8, 9, and 10) and Base Period Work Assignment 0-12 (Task 11), the contractor shall submit an amended SQAPP that consolidates and addresses the quality assurance procedures for these tasks. The Contractor's amended SQAPP shall be submitted within 20-days of the work assignment effective date.

F. TASK DESCRIPTION:

Task 0: Work Plan and Monthly Progress Reports

The Contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the Contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the Contractor shall include information on plans to manage work and contract costs.

This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table

with the invoice LOE and costs broken out by the tasks in this WA. The contractor shall immediately notify the Contract-level COR (CLCOR) and WACOR if any change to the tasks involving the collection and analysis of data occurs and shall prepare a new SQAPP. Work on new task cannot proceed until the contractor receives notification of the new approval from the EPA CLCOR.

Deliverables:

- Work plan
- Monthly progress and financial reports
- Updated Supplemental Quality Assurance Project Plan

Task 1: Weight of Evidence Analysis for Risks from DBPs

The purpose for this task is to continue the effort to evaluate the weight of evidence on the extent to which our understanding of risks from DBPs have changed since the 1999-2000 FACA and since the promulgation of the Stage 2 DBPR rule, and whether the data could support a basis for revising or developing new MCLGs or other revised requirements for DBPs. As directed by the EPA WACOR, the contractor shall prepare revised and final versions of two summary reports that were delivered under previous WA – one concerning weight of evidence about cancer effects from DBPs and the other about developmental/reproductive effects from DBPs. Reports shall be delivered in electronic MS Word format, with a final report delivered in both electronic MS Word format and as a PDF.

As directed by the EPA WACOR,

- Revised Draft Report
- Final Report

For the purpose of the cost estimate, EPA estimates Task 1 will require 5% of the total technical LOE.

Task 2: Preliminary Considerations of Unintended Consequences

The purpose for this task is to continue the effort to examine the potential implications for the risk-related tradeoffs that serve as a basis for the MDBP rules (one type of DBPs vs. another, and DBPs vs. microbials). As directed by the EPA WACOR, the contractor shall prepare revised and final versions of a summary report that was delivered under a previous WA. Reports shall be delivered in electronic MS Word format, with a final report delivered in both electronic MS Word format and as a PDF.

Deliverables:

As directed by the EPA WACOR,

- Revised Draft Report
- Final Report

For the purpose of the cost estimate, EPA estimates Task 2 will require 2% of the total technical LOE.

Task 3: Provide Administrative, Analytical, Writing Support

As directed by the EPA WACOR, the Contractor shall provide administrative, analytical, and writing support to help EPA fulfill its obligations regarding consultations, outreach, options selection, and other tasks as determined by EPA. The Contractor shall provide general support as identified by EPA including: developing fact sheets, presentation materials and visual aids, communication materials, and support documents; providing technical and copy editing services; supporting EPA docket management activities; and conducting literature searches and telephone inquiries. Technical and copy editing includes reviewing documents for technical accuracy, responding to all comments received from EPA (by incorporating changes into the document, or explaining why no action was taken), and ensuring consistency throughout documents.

Deliverables:

As directed by the EPA WACOR,

- Consultation and outreach fact sheets, presentation materials and visual aids, communication materials, and support documents and analyses (estimated total of 4-7), as directed by the EPA WACOR
- Additional interim (revised) drafts of any of the above documents, as directed by the EPA WACOR
- Technical and copy editing reviews of documents, as identified by EPA
- Up to two literature search summaries, as identified by EPA

For the purpose of the cost estimate, EPA estimates Task 3 will require 5% of the total technical LOE.

Task 4: Support for Methods, Occurrence, Public Health, and Treatment Techniques for Ground Water and Surface Water Treatment Rules

As directed by the EPA WACOR, the contractor shall review available literature and perform analyses to support the review of one or more technical and policy issues associated with one or more of the following rules: GWR, SWTR, IESWTR, LT1, and LT2, including new data and information that have become available since the promulgation of those rules. Specific technical direction for review and analyses will be provided by the EPA WACOR. Potential topics might address issues such as use of specific treatment techniques to protect drinking water consumers, and issues related to EPA's guidance for determining PWS systems that are noted as groundwater under the direct influence of surface water (GWUDI).

The deliverables for each activity shall be specified in the technical direction provided by the EPA WACOR. For the purpose of the cost estimate, the contractor should assume that the deliverable will be a review of available data and information that could be used to support an update to the GWUDI provisions in the SWTR. A preliminary aspect of this review was completed under WA 1-16 of this contract. For this deliverable, the contractor shall prepare a draft outline, a final outline that addresses EPA's comments on the draft, a draft report, a matrix that shows how they addressed EPA's comments on the draft report, and a final report. The final report, not to exceed approximately 10 pages, shall be prepared to include all the data evaluated and considered under this technical directive. The final report shall be delivered in both electronic MS Word format and as a PDF.

Deliverables:

As directed by the EPA WACOR,

- Draft Outline
- Final Outline
- Draft Report
- Final Report

For the purpose of the cost estimate, EPA estimates Task 4 will require 3% of the total technical LOE.

Task 5: Identify Relevant Information Sources for Six-Year Review of MDBP Rules

The contractor shall continue to identify new relevant information for the SY review of MDBP rules. As new information is identified, the contractor shall update the database of information sources, identifying data limitations and needs, highlighting and addressing data quality issues, and providing an assessment of data quality and quantity. For the purpose of the cost estimate, the contractor should assume that they will provide an updated database twice during the year, following the addition of new relevant information.

Deliverables:

As directed by the EPA WACOR,

- Updated database of relevant information

For the purpose of the cost estimate, EPA estimates Task 5 will require 2% of the total technical effort.

Task 6: SYR3 Support Documents

The contractor shall support EPA's development and review of support documents related to the SYR3 of MDBP rules. The specific number and type of support documents are to be identified in a technical directive from EPA. For the purpose of the work plan, the contractor shall assume that there will be separate documents for the following: DBPRs (covering health effects, treatment, and occurrence), GWR (covering health effects, treatment, and occurrence), and SWTR (covering health effects, treatment, and occurrence). Specific expertise will be provided relevant to the individual support documents.

For each document, the contractor shall prepare an initial draft, revised draft, and final document. In addition, the contractor shall provide a comment tracking matrix and support to address comments received during a peer review process. The final documents shall be prepared to include all the data evaluated and considered under this WA (and preceding WAs). It is to be delivered in electronic MS Word format, with a final report delivered in both electronic MS Word format and as a PDF.

Deliverables (per support document):

- As directed by the EPA WACOR,
- Draft Report (initial and final)
 - Comments Tracking Matrix
 - Final Report

For the purpose of the cost estimate, EPA estimates Task 6 will require 50% of the total technical LOE.

Task 7: Support for DBPR Occurrence Analysis

The contractor shall support the analysis of DBPR occurrence information based on the SY3 ICR data and other data sources. Under WA 1-04 and 2-04, the contractor prepared an electronic database containing contaminant-specific information for DBPRs and associated PWS inventory information. EPA will review the database and perform its own data analysis with support from the contractor. For example, EPA may ask the contractor to review EPA's work and/or perform a portion of the analyses. The specific scope of analyses of these data are to be identified in a technical directive from EPA.

Deliverables:

- As directed by the EPA WACOR,
- Draft Analytical Results
 - Final Analytical Results

For the purpose of the cost estimate, EPA estimates Task 7 will require 5% of the total technical LOE.

Task 8 – Research and Information Collection Partnership Support

The Research and Information Collection Partnership (RICP) is a group formed following the recommendation of a federal advisory committee, the Total Coliform Distribution System Advisory Committee (TCRDSAC). TCRDSAC's Agreement in Principle (AIP) recommended formation of the RICP to identify priorities for research and information collection on drinking water distribution systems. The current RICP members, called partners, are EPA and the Water Research Foundation (WaterRF). The AIP also specified that the RICP form a Steering Committee.

The objective of the RICP is to identify specific high priority research and information collection priorities and to stimulate distribution system research and information collection from all interested parties. The partners have followed a systematic process to identify 10 high priority research and information collection areas. The research and information needs in these priority areas would support the EPA's decisions related to existing regulations with distribution system components, such as the MDBP rules. Moreover, the outcome of the RICP would inform and support the drinking water community in developing future risk management decisions related to drinking water distribution systems, such as possible development of guidance, best management practices, regulations, or additional research and/or information collection on distribution system issues. Stakeholders may also use this information for education and training.

The Contractor shall support EPA efforts to finalize a product that will summarize results of the priority research and information collection. The support shall include addressing the Steering Committee's comments on the report that was developed under WA 2-16 and through an agreement with the Water Research Foundation. Support shall also include preparation of the report for posting to EPA's website (i.e., proofreading, editing, and ensuring 508 compliance).

Deliverables:

As directed by the EPA WACOR,

- Updated Summary Report
- Final Report for web publication

For the purpose of the cost estimate, EPA estimates Task 8 will require 1% of the total technical LOE.

Task 9 – Legionella Support

Background

The purpose of this document (on current knowledge of treatment technologies for *Legionella*) is to characterize the current body of knowledge regarding the use and effectiveness of the broad spectrum of currently available technologies for the treatment and control of *Legionella* and to provide an overview of the regulatory implications related to the technologies. EPA is developing the document in collaboration with the CDC and State co-regulators.

The document could assist states and primacy agencies, affected facilities and system operators in their decision-making regarding implementation of treatment technologies to control for *Legionella* in building water systems.

The document shall provide an overview of *Legionella's* ecology, physiology, occurrence and other topics relevant to the bacterial contaminant; present an overview of systemic consideration of *Legionella* control (namely the Hazard Analysis and Critical Control Points (HACCP) approach), and provide information on the current knowledge of drinking water treatment technologies available for the prevention and remediation of *Legionella*. The document shall include a characterization of the effectiveness of different treatment technologies and approaches against *Legionella*, associated technology evaluation and water quality issues, and recommended operational conditions. The document shall include a question and answer section to address frequently asked questions.

As directed by EPA, the Contractor shall be tasked to edit/format each chapter to ensure that the chapters fit together. The Contractor shall complete some sections, as needed, depending on the quality/completeness of the final products received from the taskforce. Finally, the Contractor shall finalize the document which is anticipated to be published on EPA's website by late spring/early summer of 2015.

Subtask 9.1: Support for revisions of *Legionella* document (Draft and Final pdfs for publication)

The contractor shall revise the draft *Legionella* document, as directed by the WACOR, based on comments from EPA's management, public input during the listening session and public comment period and input from the external peer reviewers (3 reviewers). The draft final document (pdf file), will be published for public review before the public input session described in Subtask 9.5.

Based on technical direction from the WACOR, the Contractor shall review and format/edit the document and/or sections of the document. Revisions may be needed to ensure a consistent writing style/tone throughout the document. The Contractor shall submit revisions to the document in tracked changes, for EPA review, as specified in the technical direction and

provide a comments tracking matrix after each major review of the draft document to make sure all comments are considered and addressed as needed.

As directed by EPA, the Contractor shall revise sections of the document to address any issues with the quality of the product or to incorporate data/information that becomes available after completion of the writing period.

Deliverables:

As directed by the EPA WACOR,

- Draft final (pdf file) *Legionella* document– to be published for public input;
- Revisions to drafts of *Legionella* document based on public input and external peer review input and EPA management review;
- Comments Tracking Matrix after each review;
- Final (pdf file) *Legionella* document which will include revisions based on public, peer review and EPA management input.

Subtask 9.2: References QA/QC

Under WA 2-16, the Contractor was granted access to the EPA Environmental Science Connector (ESC) where PDF versions of relevant references, most of which are referenced in the document, have been uploaded. The Contractor shall continue to update the reference tracking matrix (MS Excel) developed under WA 2-16 to capture any additional references that may be incorporated during the duration of this work assignment, as directed by the WACOR. Some additions may be expected as part of the public input received on the draft document and as part of the external peer review. The Contractor shall continue to ensure that all references cited in the document are accurately included in the list of references, and vice versa, as they review the document.

Deliverables:

As directed by the EPA WACOR,

- Reference tracking matrix
- QA/QC report of references review

Subtask 9.3: Support for Public Meetings, Webinars and other Stakeholder Involvement Activities

The contractor shall provide logistical and facilitation support for one half day (6 hours for estimation purposes) public meeting and webinar (simultaneous) about the document developed under Subtask 9.4. This activity will allow for discussion of information and/or compilation of public input relevant to the SYR of the MDBP Rules related to *Legionella*. As

directed by the WACOR, the contractor shall support meeting activities including but not limited to development of FR notices, agendas, presentations, fact sheets, and hand-outs; identification of meeting rooms and facilities and online meeting resources; presentation of sessions; facilitation of both in person and webinar media; and note-taking and completion of meeting summary reports and/or question and answer documents for the record, as directed by the WACOR.

In addition and as directed by the WACOR, the Contractor shall set up an email inbox for the public to submit written comments on the draft Legionella document. The comment period is expected to be approximately 5 weeks long. The Contractor shall incorporate comments received in writing in the development of the listening session summary report.

This Subtask shall be tracked separately for the purposes of monthly reporting and the contractor shall ensure that this Subtask meets the requirements of Section I.

CONFERENCE/MEETING GUIDELINES AND LIMITATIONS under PWS 2-16.

Deliverables:

As directed by the EPA WACOR,

- Draft(s) and final versions of FR notices, agendas, presentations, fact sheets, and hand-outs, as specified in technical direction from EPA WACOR
- Draft(s) and final versions of summary reports and/or question and answer documents from all meetings, as specified in technical direction from EPA WACOR

For the purpose of the cost estimate, EPA estimates Task 9 will require 10% of the total technical LOE.

Task 10: FRN and Options Support

The contractor shall support the development and review of a Federal Register Notice (FRN) and related options development and other FRN support activities for the SYR3 of MDBP rules. The specific nature and type of support is to be identified in technical direction from EPA, and may consist of technical analyses related to topics in the FRN and options. For the purpose of the work plan, the contractor shall assume that there will be one FRN for SYR3, and that it will be approximately the same length and style as the FRN for the second six-year review. Further, the contractor shall assume that it will contain sections covering the following: DBPRs (e.g., health effects, treatment, analytical methods, and occurrence), GWR (e.g., health effects, treatment, and occurrence), and SWTR (e.g., covering health effects, treatment, analytical

methods, and occurrence). Further, this task includes providing support for options development and evaluation related to the six-year review, as specified in a Technical Directive from the EPA WACOR. This task also includes providing support for a public meeting related to the SYR, development of a public docket, and preliminary activities needed to prepare for receipt of comments on the six-year notice. The contractor shall assume that the public meeting will be similar in nature to the one described above under Task 9.

For each support activity/technical analysis, the contractor shall provide EPA with an outline to be approved by EPA, initial draft, revised draft, and final document. The final documents shall be prepared to include all the data evaluated and considered under this WA, and to be consistent with the information in the support documents developed under Task 6 of this WA. It is to be delivered in electronic MS Word format, with a final report delivered in both electronic MS Word format and as a PDF.

Deliverables (per document):

As directed by the EPA WACOR,

- Draft Outline
- Draft Report
- Final Report

For the purpose of the cost estimate, EPA estimates Task 10 will require 15% of the total technical LOE.

Task 11: LT2 Support

The contractor shall support EPA's preparation of the LT2 Six-Year Review and Retrospective Review technical support document. The document shall be used for the Six-Year Review determination that will be announced in the Federal Register. As directed by the EPA WACOR the contractor shall:

- Merge chapters
- Review and revise consolidated chapters so that voice and format are consistent throughout;
- Organize, ensure completeness, and consistently format all references cited in the document; and
- Respond to clarifying questions and comments from EPA.

Deliverables:

As directed by the EPA WACOR,

- Draft Report
- Final Report

For the purpose of the cost estimate, EPA estimates Task 11 will require 2% of the total technical LOE.

G. SCHEDULE OF DELIVERABLES:

Deliverable format: The Contractor shall develop and deliver all documents and/or deliverables in Microsoft Office and/or Adobe Acrobat compatible PDF format unless noted otherwise.

508 compliance: The contractor shall ensure that all 508 compliant documents developed in this task and in all tasks outlined in this work assignment will align with EPA's 508 compliance checks (e.g., keywords, titles, tables, and tags). The contractor is responsible for maintaining and using the same version of Adobe as the EPA for purposes of developing and maintaining 508 compliant documents. To the extent practical, documents which are developed for this work assignment, and are to be 508 compliant, should be designed to be such from their inception, minimizing the effort for conversion and maximizing 508 compliance quality assurance.

Task	Deliverable	Due to EPA	No. of Copies/Medium
0	Workplan, schedule, staffing plan and LOE estimates for each task	In accordance with contract requirements	In accordance with contract requirements
0	Monthly progress and financial reports	In accordance with contract requirements	In accordance with contract requirements
0	Weekly or Biweekly telephone or email status reports	Weekly/Biweekly each month; starting on the first week of the WA	1 electronic copy, as applicable to the EPA WACOR
0	Amended SQAPP	In accordance with agency requirements	Within 20 days of the effective date of this work assignment
1	Revised Draft Report	Within 3 weeks of EPA providing comments/technical directive to the Contractor	Electronic copies (MS Word) as requested by WACOR
1	Final Report	Within 3 weeks of EPA providing comments to the Contractor	Electronic copies MS Word and PDF versions and electronic Section 508 compliant version as directed by the WACOR

Task	Deliverable	Due to EPA	No. of Copies/Medium
2	Revised Draft Report	Within 3 weeks of EPA providing comments to the Contractor	Electronic copies (MS Word) as requested by WACOR
2	Final Report	Within 3 weeks of EPA providing comments to the Contractor	Electronic copies (MS Word and PDF versions and electronic Section 508 compliant version as directed by the WACOR)
3	Consultation and outreach fact sheets – draft	Within 10 business days of EPA identifying specific content	Electronic/hard copies as requested by the WACOR
3	Revised draft versions of consultation and outreach fact sheets	Within 5 business days of EPA providing comments on the initial draft(s)	Electronic copies as requested by the WACOR
3	Presentation materials and visual aids (4-7 total) – draft	Within 10 business days of EPA directing the Contractor to start working on the presentation(s)	Electronic/hard copies as requested by the WACOR
3	Revised draft versions of presentation materials and visual aids	Within 5 business days of EPA providing directing the Contractor to start working on the presentation(s)	Electronic copies as requested by the WACOR
3	Communications materials – draft	Within 10 business days of EPA directing the Contractor to start working on the presentation(s)	Electronic/hard copies as requested by the WACOR
3	Revised draft versions of communications materials	Within 5 business days of EPA providing directing the Contractor to start working on the presentation(s)	Electronic copies as requested by the WACOR
3	Support documents and analyses (estimated total of 4-7) – draft	Within 10 business days of EPA directing the Contractor to start working on the analysis	Electronic copies as requested by the WACOR
3	Revised draft support documents and analyses (estimated total of 4-7)	Within 5 business days of EPA providing feedback to the Contractor on the document	Electronic copies as requested by the WACOR
3	Technical and copy editing reviews of documents	Within 5 business days of EPA directing Contractor	Electronic copies as requested by the WACOR
3	Literature search summaries	Within 5 business days of EPA directing Contractor	Electronic copies as requested by the WACOR
4	Draft Report Outline (GWR/SWTR)	Within 1 week of TD from the EPA WACOR	Electronic copies (MS Word) as requested by WACOR

Task	Deliverable	Due to EPA	No. of Copies/Medium
4	Final Report Outline	Within 1 week of EPA providing comments to the Contractor	Electronic copies (MS Word) as requested by WACOR
4	Draft Report	Within 3 weeks of EPA providing comments to the Contractor	Electronic copies (MS Word) as requested by WACOR
4	Final Report	Within 3 weeks of EPA providing comments to the Contractor	Electronic copies (MS Word and PDF versions and electronic Section 508 compliant version as directed by the WACOR)
5	Database of Relevant Information Sources (two deliveries during the year)	Within 1 week of TD from the EPA	Electronic copies (MS Access)
6	Draft Reports (per document)	Within 4 weeks of EPA providing comments to the Contractor	Electronic copies (MS Word) as requested by WACOR
6	Matrix for Addressing Comments	Within 1 week of EPA providing comments to the Contractor	Electronic copies (MS Word) as requested by WACOR
6	Final Report	Within 3 weeks of EPA providing comments to the Contractor	Electronic copies (MS Word and PDF versions and electronic Section 508 compliant version as directed by the WACOR)
7	Draft Analytical Results (SYR3 ICR)	Within 2 weeks of TD from the EPA WACOR	Electronic copies (MS Word and/or Excel) as requested by WACOR
7	Final Analytical Results	Within 1 week of EPA providing comments to the Contractor	Electronic copies (MS Word and/or Excel) as requested by WACOR
8	Updated Summary Report	Within 3 weeks of EPA providing comments to the Contractor	Electronic copies (MS Word) as requested by WACOR
8	Final Report	Within 2 weeks of EPA providing comments to the Contractor	Electronic copies (MS Word and PDF versions and electronic Section 508 compliant version as directed by the WACOR)

Task	Deliverable	Due to EPA	No. of Copies/Medium
9	Draft Final Document	Within 3 weeks of TD from the EPA WACOR	Electronic copies (MS Word) as requested by WACOR
9	Revisions to Draft Final Document	Within 1 week of EPA providing comments to the Contractor	Electronic copies (MS Word) as requested by WACOR
9	Reference Tracking Matrix	Weekly updates starting the week when access to the EPA Environmental Science Connector is granted	Electronic copies (MS Excel) as requested by WACOR
9	Final Document	Within 2 weeks of TD from the EPA	Electronic copies (MS Word) as requested by WACOR
9	Reference Tracking	Within 1 week of providing draft report	Electronic copies (MS Word) as requested by WACOR
9	QA/QC Report of Reference Review	Within 2 weeks of TD from the EPA	Electronic copies (MS Word) as requested by WACOR
9	Draft and Final Materials to support Listening Session	Within 1 week of TD (per item)	Electronic copies (MS Word) as requested by WACOR
9	Revised Draft Document	Within 2 weeks of TD from the EPA	Electronic copies (MS Word) as requested by WACOR
9	Final Document	Within 1 week of EPA providing comments to the Contractor	Electronic copies (MS Word and PDF versions and electronic Section 508 compliant version as directed by the WACOR)
10	Draft Outline	Within 2 weeks of TD from the EPA	Electronic copies (MS Word) as requested by WACOR
10	Draft Report	Within 3 weeks of EPA providing comments to the Contractor	Electronic copies (MS Word) as requested by WACOR
10	Final Report	Within 2 weeks of EPA providing comments to the Contractor	Electronic copies (MS Word and PDF versions and electronic Section 508

Task	Deliverable	Due to EPA	No. of Copies/Medium
			compliant version as directed by the WACOR)
11	Draft Report	Within 3 weeks of EPA providing comments to the Contractor	Electronic copies (MS Word) as requested by WACOR
11	Final Report	Within 2 weeks of EPA providing comments to the Contractor	Electronic copies (MS Word and PDF versions and electronic Section 508 compliant version as directed by the WACOR)

H. LEVEL OF EFFORT ESTIMATES:

The estimated Level of Effort for this Work Assignment is 5550 hours.

I. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS:

The Contractor shall immediately notify the EPA Contracting Officer, Contract-level COR and Work Assignment Contracting Officer Representative of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$20,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

J. TRAVEL:

Only local travel is expected from the Contractor to support the work outlined in this work assignment.

K. SPECIAL REPORTING REQUIREMENTS:

The Contractor shall provide status updates for each task on a weekly or bi-weekly basis, either through a meeting with the EPA WACOR or over the telephone or email.

L. QUALITY ASSURANCE SURVEILLANCE PLAN:

Per Contract requirements

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-17				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-12-023			Contract Period 11/01/2012 To 04/30/2016 Base Option Period Number 3			Title of Work Assignment/SF Site Name Pharmaceutical in DW Workgroup				
Contractor Cadmus Group, Inc., The					Specify Section and paragraph of Contract SOW Section 1.2					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 05/01/2015 To 04/30/2016				
Comments: Initial Work Assignment Issuance										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:			LOE: 0					
11/01/2012 To 04/30/2016										
This Action:					750					
Total:					750					
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:			LOE:			
Cumulative Approved:				Cost/Fee:			LOE:			
Work Assignment Manager Name Octavia Conerly <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number 202-566-1094 FAX Number:			
Project Officer Name Ronald Coleman <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-8491 FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Sandra Stargardt-Licis <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2006 FAX Number:			

PERFORMANCE WORK STATEMENT

Cadmus Contract EP-C-12-023

Work Assignment # 3-17

A. TITLE: Developing Prioritization Approaches for Pharmaceuticals and Supporting the Interagency Pharmaceuticals in Water (PIW) Workgroup

B.

Work Assignment Contracting Officer's Representative (WACOR)

Octavia Conerly

Office of Science and Technology, MC 4304T

1200 Pennsylvania Ave., NW

Washington, DC 20460

Phone: (202) 566-1094

Email: Conerly.Octavia@epa.gov

Alternate Work Assignment Contracting Officer's Representative (AWACOR)

Santhini Ramasamy

Office of Science and Technology, MC 4304T

1200 Pennsylvania Ave., NW

Washington, DC 20460 Phone: (202) 566-1084

Email: Ramasamy.santhini@epa.gov

C. Period of Performance: Effective Date through May 1, 2015 through April 30, 2016

D. BACKGROUND

Pharmaceuticals have been discovered in this nation's ambient waters, wastewater, and drinking water at very low levels. The EPA has four (4) areas of focus to respond to this issue, including improving science through research, improving public understanding, identifying partnership opportunities, and taking regulatory action when appropriate. There are thousands of pharmaceuticals on the market today and still more that are approved periodically. This creates a challenge for the EPA since most of these compounds do not have environmentally relevant data or publically available health effects data. As such, the EPA must determine which of these contaminants or groups of contaminants, if any; potentially pose the greatest risks to public health safety.

To aid in accomplishing this, in December 2008, EPA sponsored a National Academy of Sciences workshop where experts were brought together to provide input on approaches to prioritization and risk assessment for pharmaceuticals. One of the many observations made by the experts was the need for the Agency to move away from the assessment of individual drinking water contaminants and begin to identify groups of contaminants to consider for regulatory determination. Additionally, in 2010, EPA Administrator Lisa Jackson published a new drinking water strategy for the EPA which includes four (4) goals. One of these goals is to address contaminants as groups rather than one at a time so that enhancement of drinking water protection can be achieved cost-effectively.

Due to continued interest in the potential risks to public health caused by the occurrence of pharmaceuticals in sources of drinking water and, in some cases, finished drinking water, four (4) federal agencies (including the EPA) signed a Memorandum of Understanding agreement which will improve coordination and collaboration on issues related to pharmaceuticals in water. Under this agreement, federal agencies will share scientific data and information and coordinate potential future research on the presence of pharmaceuticals in water, their sources and potential health effects. In addition, one of the main actions resulting from this agreement is development of a formal interagency workgroup comprised of representatives from the four participating federal agencies and other federal agencies with responsibilities to address issues related to the occurrence of pharmaceuticals in drinking water and sources of drinking water. The workgroup will provide a forum to exchange information on health effects (such as pharmaceutical biological activity and

toxicology) and occurrence (sources, fate and transport) of pharmaceuticals in drinking water as well as provide a way to facilitate interagency consultation on implications of research and analyses derived from shared information.

In previous efforts, the EPA worked toward developing a process for grouping pharmaceuticals that occur and are likely to occur in drinking water, surface water and other media at low concentrations based largely upon statistical analyses of occurrence data for pharmaceuticals that have been found in water and other media in the United States. These analyses include summary statistics that are useful to assist in prioritization of these compounds. As such, these analyses could also assist the federal interagency workgroup with its activities. This task order will continue the work to prioritize pharmaceuticals and support activities, as they are defined, of the federal interagency workgroup.

The summary statistics can be used to prioritize monitoring activities, identify data gaps and focus research in support of the Office of Water's broader research coordination and strategy.

E. QUALITY ASSURANCE

Tasks 1 and 2 of this work assignment require the use of secondary data. Collection, use and analysis of data will be identical to the procedures described in the Supplemental Project Specific Quality Assurance Project Plan (SQAPP) completed under Section VI of WA 2-17, consistent with the Agency's Quality Assurance (QA) requirements, appending the Contract Level Quality Assurance Project Plan (QAPP). The project specific QA requirements must be addressed in the monthly progress reports as specified under Task 0, below.

F. TASK DESCRIPTION

Task 0 Prepare a work plan and Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the workplan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and control costs.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 2-17. The workplan shall explain that collection, use and analysis of data in this work assignment will be identical to the procedures described in the SQAPP completed under Section VI of WA 2-17. This task also includes monthly progress and financial reports. The monthly progress report shall summarize activities conducted for the reporting period, and in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs broken out by the tasks in this WA. The contractor shall immediately notify the Contract Level (CL COR) and WACOR if any changes to the tasks involving the collection and analysis of the data occur and prepare a SQAPP supplementing the Contract Level (QAPP) accordingly. Work on these tasks cannot proceed until the contractor receives the EPA CL COR's notification of approval.

Deliverables:

Work Plan and Monthly Report to EPA WACOR

Per Contract Requirements

Task 1 Finalization of the Universe of APIs and Prioritization Approaches for Pharmaceuticals in Water

The contractor shall finalize work (initiated under GSA-10F-0105J and continued under WA 2-17) on a draft summary report that describes the process for building the universe of active pharmaceutical ingredients (APIs) in addition to describing various approaches for how these APIs can be prioritized for monitoring activities and other research needs. The report shall also contain discussions for how to define priority API groups (including screening and prioritization approaches from peer-reviewed literature). The WACOR anticipates that the draft report will be completed in iterations (5–10). Therefore, the EPA WACOR anticipates providing comments for each report iteration, when completed. The contractor shall submit the draft report (iteratively) to the WACOR for a series of reviews to be conducted by EPA

management and others (as required by management). Compliance with Section 508 will be required based upon EPA/OST managerial decisions regarding report distribution.

Deliverables:	
Draft iterative report(s)	Three (3) weeks following receipt of each set of comments from the WACOR
Final report	Four (4) weeks following receipt of final comments from the WACOR Five (5) weeks (if 508 compliance is required) following receipt of final comments from the WACOR

Task 2 Support to the Federal Interagency Pharmaceuticals in Water (PIW) Workgroup Activities

The contractor shall provide occurrence data and other information, upon request from the WACOR, to support the Pharmaceuticals in Water (PIW) workgroup. It is anticipated that the workgroup activities will require access to occurrence information, statistical analyses, and other data collected and reports produced as part of this task order and may require additional data analyses by the contractor. Current areas of support include: 1) the creation of life cycle assessment diagrams for the workgroup’s review and approval, 2) assistance to develop outreach material for the workgroup (including frequently asked questions (FAQs), and 3) maintaining the workgroup’s website. The scope of workgroup activities will encompass a broad range of topics related to pharmaceuticals in water that may be of interest to any subset of agencies on the workgroup. In addition, the contractor shall record and distribute minutes for each workgroup meeting, to capture workgroup meeting proceedings and decisions. It is anticipated that the workgroup will not meet more than once quarterly (3 or 4 times/ during the current contract period). The contractor shall submit a draft of the meeting proceedings to the WACOR for review. The WACOR shall provide comments to the contractor. The contractor shall finalize the meeting proceedings after incorporation of the WACOR’s review comments. Compliance with Section 508 will be required based upon EPA/OST managerial decisions regarding workgroup product distribution.

The contractor shall assume that 50% of the overall LOE hours will be required for the work outlined in this task.

Deliverables:	
Delivery of support material to workgroup	To be determined by WACOR and depends on extent of workgroup request
Draft meeting proceedings to the WACOR	1 week following workgroup meeting
Final meeting proceedings	1 week following receipt of comments from WACOR

G. SCHEDULE OF DELIVERABLES

<u>Task</u>	<u>Deliverable</u>	<u>Due to EPA</u>	<u># of Copies</u>
0	Work plan and monthly progress report	Per contract requirements	1
1	Draft report(s)	3 weeks after comment receipt	1
	Final report	4 weeks after comment receipt	1
2	Support material	TBD	1
	Meeting notes (draft)	1 week after meeting	1
	Final meeting notes	1 week after comment receipt	1

H. LEVEL OF EFFORT ESTIMATES

EPA estimates that 750 professional hours will be required to complete the tasks outlined in this Performance Work Statement.

I. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS

The contractor shall immediately notify the EPA Contracting Officer, CL COR and WACOR of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially

incur \$20,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

J. TRAVEL

Travel shall include four trips to Washington, DC for various planning and workgroup meetings and review of the analyses and reports with the WACOR as described in the subtasks above.

K. SPECIAL REPORTING REQUIREMENTS

There are no special reporting requirements.

L. QUALITY ASSURANCE SURVEILLANCE PLAN

Per contract requirements.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-18				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-12-023			Contract Period 11/01/2012 To 04/30/2016 Base Option Period Number 3			Title of Work Assignment/SF Site Name Watershed Prioritization				
Contractor Cadmus Group, Inc., The						Specify Section and paragraph of Contract SOW Section 2.0, 2.1.4, 2.3.1, 3.3 and 3.3.18				
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 05/01/2015 To 04/30/2016				
Comments: Initial Work Assignment Issuance										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
11/01/2012 To 04/30/2016										
This Action:						1,450				
Total:						1,450				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
Work Assignment Manager Name Douglas Norton						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number 202-566-1221				
						FAX Number:				
Project Officer Name Ronald Coleman						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-8491				
						FAX Number:				
Other Agency Official Name Erin Ridder						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2155				
						FAX Number:				
Contracting Official Name Sandra Stargardt-Licis						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2006				
						FAX Number:				

**PERFORMANCE WORK STATEMENT
CADMUS CONTRACT EP-C-12-023
WORK ASSIGNMENT 3-18**

A. TITLE: RECOVERY POTENTIAL WATERSHED PRIORITIZATION ASSISTANCE

B. PERIOD OF PERFORMANCE: From effective date through April 30, 2016

C. WORK ASSIGNMENT COR: DOUGLAS J. NORTON (4503T)
EPA Office of Water
1200 Pennsylvania Ave NW
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202-566-1221

ALTERNATE WORK ASSIGNMENT COR: SHERA REEMS (4503T)
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D. BACKGROUND: This Work Assignment will support EPA in assisting Recovery Potential Screening (RPS) efforts in states. Contractor-assisted RPS support from EPA to states dates back to 2005 and has involved projects in many states during the past several years. Many additional projects in new states are anticipated during the coming years due to substantial increases in state priority-setting among watersheds as a state approach to impaired waters restoration and protection planning.

Recovery Potential Screening (RPS) is a technical assessment method for systematically comparing relative restorability among many different impaired waters or watersheds based on multi-metric indices drawn mostly from landscape and monitoring data. The screening is usually performed to identify more restorable waters that are good candidates for restoration investments. The RPS method can be customized to a wide variety of comparative assessment and decision support uses. RPS is applicable for setting priorities among 303(d) listed waters in watersheds, determining the prioritized schedule of TMDL development, setting priorities for TMDL implementation, and developing other restoration strategies that can be optimized by careful consideration of restorability and its interplay with other factors. RPS has already been utilized in nearly 20 states and thoroughly documented in an EPA website (see <http://www.epa.gov/recoverypotential>). Among the recent uses of RPS is prioritizing TMDL activities relative to the TMDL 10-year Vision implementation.

Most RPS projects are comprehensive, multi-purpose statewide efforts in which EPA and the contractor facilitate identification of the state's intended uses of RPS, identify appropriate metrics, gather and

E. OBJECTIVE: The primary goal of this WA is to help EPA provide technical data, tools, and assistance to state water programs who need to systematically set priorities at a watershed level to guide their programs for best results. Below is a task list followed by descriptions of tasks under this Work Assignment that are designed to address this objective. Tasks 1, 2, and 3 constitute most of the level of effort, estimated by EPA as 20% Task 1, 30% Task 2 and 35% Task 3, with Tasks 0 and 4 as the remaining 5% and 10% of the level of effort, respectively. The contractor shall provide RPS support to EPA as described in the Tasks below. All deliverables shall be in an electronic format supportable by EPA at the end of the period of performance for this Work Assignment. No hardcopy products are requested.

0c. Monthly progress reports per contract requirement

1d. Workshop summary materials (metrics and applications of interest)

2c. Documentation and metadata

3c. Transfer of RPS files and supporting metadata to EPA and state.

4c. RPS information resources improvements

4d. RPS methodology improvements

*The percentage estimates represent EPA's projection of the allocation of LOE to tasks under this work assignment. The purpose of the percentages is to assist the contractor's development of resources estimates.

F. QUALITY ASSURANCE:

Tasks 2 and 3 in this work assignment requires the use of **secondary** data. Collection, use and analysis of data will follow to the procedures described in the Supplemental Project Specific Quality Assurance Project Plan (SQAPP) completed under Task 0 during WA# 2-18, consistent with the Agency's Quality Assurance (QA) requirements, and appending the Contract Level Quality Assurance Project Plan (QAPP). The project specific QA requirements must be addressed in the monthly progress reports as specified under Task 0, below. In a monthly progress report, the contractor shall provide a QA section to describe this work assignment compliance to the project-specific QAPP, what additional project-specific QA issues have occurred and how these have been addressed. Description of QA compliance must be provided in the final monthly report of this work assignment.

G. TASK DESCRIPTION:

TASK 0: Work Plan, SQAPP and Monthly Progress Reports (5% of effort)

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the workplan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and control costs.

The contractor shall not develop a new SQAPP because the SQAPP from option year 2 was completed and approved less than six months ago, and is sufficient because the Statement of Work for this WA continuation is virtually unchanged. Should any unexpected need to update the SQAPP arise during option year 3, the necessary update shall be described and issued by the WACOR in Technical Direction.

This task also includes monthly progress and financial reports. The monthly progress report shall summarize activities conducted for the reporting period, and in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs broken out by the tasks in this WA. The contractor shall immediately notify the Contract Level COR (CLCOR) and WACOR if any changes to the tasks involving the collection and analysis of the data occur and prepare a new SQAPP supplementing the Contract Level QAPP accordingly.

Deliverables: Work plan, and monthly progress and financial reports

TASK 1: RPS Project Kickoff, Webinars and Workshops (20% of effort)

The contractor shall support RPS project initiation and workshop or webinar activities as generally described on the [RPS website](#). Supporting a state RPS project may involve conducting a workshop (onsite), a webinar (remote), and/or developing a screening analysis product (see also Task 3). It is the purpose of the kickoff scoping to determine the type of RPS support to be provided and identify whether it will involve a workshop, a webinar, an analysis or a combination of these. Under this task, the contractor shall support kickoff scoping, webinars or workshops for up to 10 projects, including a maximum of 5 workshops.

While EPA does not anticipate the contractor's support to any individual workshop incurring \$20,000 in cost, the contractor shall immediately notify the EPA Contracting Officer, Contract Level Contracting Officers Representative and Work Assignment Contracting Officer's Representative if it anticipates support to such event reaching this cost. Event expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for workshop preparation should be included, but the federal employee time for workshop preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

The EPA WACOR initiates kickoff scoping for each specific state or other client through written technical direction to the contractor. The Contractor shall then arrange and carry out project kickoff scoping to recommend an approach to the WACOR. The kickoff phase shall involve EPA, contractor and state participants in:

- One to two conference calls and supporting email dialogue to determine scope of the project;
- Development of scoping summary notes that identify the RPS project purpose(s), topics and metrics of specific interest, and recommended support approach; and
- Follow-up communications with WACOR as needed to approve the approach.

In cases where an RPS workshop is part of the recommended support approach, the contractor shall organize and support the workshops in the following manner:

- Coordinate optimum scheduling and state onsite facility arrangements;
- Prepare agenda, handouts and presentation materials;
- Support contractor travel for one or two RPS experts (one geospatial) to a state hosted location;
- Facilitate the workshop, including compiling possible RPS applications of interest to the state, providing hands-on training, and identifying relevant recovery potential metrics, data, and screening products;
- Develop a meeting summary product and transfer contractor-generated materials to the WACOR and the state.

Workshops are not automatically always part of the RPS support project assistance, such as when a state's request is simple and narrow in scope and the state possesses some expertise in watershed

screening and comparison with RPS or other tools. These types of support may be provided through conference calls and webinars. The contractor shall support webinar-assisted projects by:

- Hosting the webinar and communicating with participants about schedule and agenda;
- Developing any RPS materials needed in advance of the webinar;
- Developing a webinar summary product and transferring contractor-generated materials to the WACOR and the state.

As all 50 states have recently been given the opportunity to receive RPS support from EPA by the development of more universally available data and tools, the final list of the states to be supported under this task cannot be specified at this time. However, NY, CO, OR, IN, and CT have already requested support, and kickoff scoping on each of these will be able to determine the specific type of support and choose among workshops, webinars and analytical projects as the appropriate method. More state requests are to be expected and will be communicated to the contractor through written technical direction from the WACOR.

Deliverables: Project kickoff scoping, workshop/webinar prep materials, workshop/webinar summary materials

TASK 2: Recovery Potential Metrics Compilation (30% of effort)

The primary form of data used in RPS support is indicator measurements on a watershed basis, and thus compiling and analyzing indicator values is central to every RPS project. Basically, watershed indicators may be compiled on a project-specific (e.g., state-specific) scale or, where nationally consistent data sources are available, on a national scale to cover numerous states' watersheds with maximum efficiency. Both approaches are covered under this Task.

EPA has developed a Watershed Index (WSI) and national library of watershed indicators that provide a major source of indicators for RPS projects on individual states or other areas. The contractor shall develop and nationally measure up to 30 additional indicators for addition to the WSI indicator data. Each indicator will be either assigned by the WACOR, or recommended by the contractor and approved by the WACOR, in written technical direction. Compilation of each indicator shall involve development of EPA's required metadata documentation, as well as related information routinely compiled in the WSI indicator tables.

On a project-specific level, the contractor shall also compile indicators for use in RPS projects. Many shall come from the WSI with no additional processing needed, but others will be available only from state and affiliated sources and will require additional compilation effort to be brought into the same format as the WSI indicators for RPS usage. The total number of project-specific indicator additions cannot be predicted with certainty at this time, but may average around 20 indicators per project.

In both national-scale and state-scale activities under this task, the contractor shall ensure that the compiled indicator data are processed into and/or compatible with the local RPS tools as well as online RPS tools that will be utilized in the screening analyses.

Deliverables: Nationally measured indicator data, project-specific data and tools, documentation

TASK 3: RPS Analysis and Tech Transfer Support (35% of effort)

Most RPS support is expected to involve some degree of contractor screening analysis as expert assistance to the state. The most common type of project is likely to be a statewide screening and comparison of watersheds, based on a specific theme of interest (e.g., a common pollutant of concern; a set of watersheds of specific value or interest; a set of restoration options in need of a strategy and priority order). This task is likely to involve the highest level of effort among this WA's tasks.

Task 3 follows naturally from Task 1's kickoff scoping component when the scoping reveals the state needs a specific form of RPS analysis and its products in support of its watershed planning and prioritization needs. In some cases, the kickoff scoping may determine that the state wishes to do all its analysis unassisted and would prefer only data and a workshop or webinar on its basic usage. In most cases, however, states are expected to want and need expert analytical help from EPA and the contractor through screening projects carried out under this task. Task 3 support may be associated with a workshop or webinar, or may be carried out without either – as determined by the kickoff scoping and subsequent discussions between the states and the WACOR. See Task 1 for more about the scoping, webinars, or workshops.

The EPA WACOR initiates an RPS analysis project for a specific state or other client through written technical direction to the contractor. The contractor then designs a summary of the approach to be taken to the analysis, and validates this with the WACOR and the state participants. Carrying out the analysis involves the RPS scoring tool or online equivalent, and generates tool copies as results and documentation of specific screening runs that are completed. The project may also generate individual maps, rank-ordered tables, and bubble plot graphics as visual byproducts of the screening analyses. Ultimately, each project should yield analytical results that meet the state's request, and these results will be summarized in a summary document that can be transmitted to EPA and the state requestor. Upon project completion, the contractor shall organize and transmit the project summary, RPS tool files, and related visuals to the EPA WACOR and the requestor.

Assistance projects may vary in size as approved by the WACOR, but are expected to generally involve 50 to 100 hours of effort to complete (not counting scoping, workshops or webinars, if also involved). A minimum of 5 RPS support projects is expected under this task.

Deliverables: RPS support project design, data files, descriptive summaries

TASK 4: Recovery Potential Tools and Methods Improvements (10% of effort)

This Task covers contractor support for specific RPS tools/methods improvements authorized by the WACOR only through written Technical Direction. A variety of RPS tools and information resources have been developed over the years to assist state RPS users. Needs to revise and improve RPS tools may arise from time to time, and whereas the need to update a tool or method can be anticipated, the specifics cannot be predicted in advance. Thus, this task describes the main areas of potential improvements at a general level of detail with clarifying details to be provided through Technical Direction that will clarify the details in one or more of the general topic areas discussed below:

A. Website revisions

The contractor shall support changes as required by the EPA WACOR to correct or improve the website's functionality, if user feedback to EPA reveals any such needs. The RPS website and the upcoming WSI website contain a variety of technical tools and informational resources designed to help states assess and compare the restorability of their impaired waters. These resources include but are not limited to: screening methodology directions, recovery potential indicators lists, indicator reference sheets, a recovery literature database, results plotting tools, index calculation tools, screening project reports and papers, and links to related tools from other websites. If directed, the contractor shall develop replacements or additions to the website in formats that can be reviewed and approved by the EPA WACOR and then transferred to the EPA web group with an EPA request for website modification.

B. Tool enhancements

Example tools include the RPS auto-scoring spreadsheet and ArcGIS (Geographic Information System) processing methods or tools developed for measuring RPS indicators. If directed, the contractor shall improve the functionality of the recovery potential scoring spreadsheet, the results plotting program, or other existing or new RPS tools that will help RPS users calculate and display their own recovery potential screening results. The most likely assignment to anticipate under this task is to update the RPS scoring spreadsheet tool.

C. Information resources improvements

Examples of RPS information resources include recovery potential indicators, indicator reference sheets, and the Restoration and Recovery Literature Database (see website). The contractor shall continue adding to the content of existing and/or new indicators and their related indicator reference sheets if directed. The enhancements may include adding more bulletized excerpts from technical publications, measurement technique options for each indicator, and specific URL hot links to commonly available data sources. The contractor shall also incrementally add to the Restoration and Recovery Literature Database, by adding papers used and referenced in the indicator reference sheets; additional papers may be provided by the EPA WACOR or found by the contractor if requested by the WACOR through technical direction to search the technical literature and other sources. The most recent version of the Database shall be updated prior to the end of the WA project period.

D. Methodology improvements

The contractor shall revise and improve specific components of the screening methodology if directed. Examples of methodological components that may be selected for improvement are: brief written directions for correlation analysis among the indicators; a brief written approach for weighting

indicators; a brief written account of statistical applications that could be used with screening results; and, other small methodological components that can be improved.

Deliverables: Updated RPS tool versions and supporting documentation

H. SCHEDULE OF DELIVERABLES:

Task	Deliverable	Due to EPA	No of Copies/Medium
Task 0			
0.1	Work Plan	Per Contract requirements	
0.2	Monthly Reports	Per Contract requirements	Electronic file
Task 1			
1.1	Project kickoff scoping	<30 days of WACOR TD	Electronic file
1.2	Pre-workshop package	<30 days of scoping	Electronic file
1.3	Workshops (5) and webinars	As directed by the EPA WACOR*	N/A
1.4	Workshop summary materials	<15 days after event	Electronic file
Task 2			
2.1	National indicator data/metadata (30)	* same as above	Electronic file
2.2	Project-specific data/metadata (5)	* same as above	Electronic file
Task 3			
3.1	Support projects (5) design	<30 days of WACOR TD	Electronic file
3.2	Support project summary	<90 days of WACOR TD	Electronic file
3.3	Support project tools and data	<90 days of WACOR TD	Electronic file
Task 4			
4.1	Updated RPS tool file	* same as above	Electronic file
4.2	Updated RPS tool documentation	* same as above	Electronic file

I. LEVEL OF EFFORT ESTIMATES:

EPA estimates that 1,450 professional hours will be required to complete the tasks outlined in this Performance Work Statement.

J. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS:

The contractor shall immediately notify the EPA Contracting Officer, Project Officer and Work Assignment Manager of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$20,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the

Contracting Officer. Contractor is not expected to approach or exceed this cost in routine RPS workshops, which are small and of short duration.

K. TRAVEL: Contractor travel will be necessary in the completion of this WA's tasks. An estimated seven person-trips averaging two nights each is anticipated.

For planning purposes these trips shall include:

Madison, WI to Washington DC (2)

Madison, WI to Atlanta GA (2)

Madison, WI to Denver CO (1)

Waltham MA to Washington DC (1)

Madison WI to Portland OR (1)

Travel to the destinations listed will require approval of the WACOR per contract requirements. If destinations change the contractor will be notified by the WACOR and new destinations provided as needed through written technical direction.

L. SPECIAL REPORTING REQUIREMENTS: N/A

M. QUALITY ASSURANCE SURVEILLANCE PLAN: Per Contract requirements

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-19				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-12-023			Contract Period 11/01/2012 To 04/30/2016 Base Option Period Number 3			Title of Work Assignment/SF Site Name Health Effects Screening				
Contractor Cadmus Group, Inc., The						Specify Section and paragraph of Contract SOW section 1.2				
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 05/01/2015 To 04/30/2016				
Comments: Initial Work Assignment Issuance										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:			LOE: 0					
11/01/2012 To 04/30/2016										
This Action:					420					
Total:					420					
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:			LOE:			
Cumulative Approved:				Cost/Fee:			LOE:			
Work Assignment Manager Name Octavia Conerly							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number 202-566-1094			
							FAX Number:			
Project Officer Name Ronald Coleman							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-8491			
							FAX Number:			
Other Agency Official Name Erin Ridder							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2155			
							FAX Number:			
Contracting Official Name Sandra Stargardt-Licis							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2006			
							FAX Number:			

**PERFORMANCE WORK STATEMENT
CADMUS CONTRACT #EP-C-12-023
WORK ASSIGNMENT # 3-19**

A. Title: Health Effects Screening Approaches and Human Health Benchmarks for Pharmaceuticals

B. Work Assignment Contracting Officer's Representative (WACOR)

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Alternate Work Assignment Contracting Officer's Representative (AWACOR)

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FAX #: 202-566-1140
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C. Period of Performance: May 1, 2015 through April 30, 2016

D. BACKGROUND

Pharmaceuticals have been discovered in this nation's ambient waters, wastewater, and drinking water at very low levels. EPA has a strategy to respond to this issue, including improving science through research, improving public understanding, identifying partnership opportunities, and taking regulatory action when appropriate. There are thousands of pharmaceuticals on the market today and still more that are approved daily. This creates a challenge for the Agency since most of these compounds do not have environmentally relevant data or publically available health effects data. Therefore, as a part of our strategy, EPA is examining ways to screen a broad range of pharmaceuticals based upon health benchmark indicators, structure similarities, class of compound, etc.

In December 2008, EPA sponsored a National Academy of Sciences (NAS) workshop where experts were brought together to provide input on possible prioritization and risk assessment approaches for pharmaceuticals. This work assignment is follow-up work resulting from the workshop.

Also, due to continued interest in the potential risks to public health caused by the occurrence of pharmaceuticals in sources of drinking water and, in some cases, finished drinking water, four (4) Federal agencies (including the EPA) signed a Memorandum of Understanding agreement

which will improve coordination and collaboration on issues related to pharmaceuticals in water. Under this agreement, Federal agencies will share scientific data and information and coordinate potential future research on the presence of pharmaceuticals in water, their sources and potential health effects. In addition, one of the main actions resulting from this agreement is development of a formal interagency workgroup comprised of representatives from the four participating Federal agencies and other Federal agencies with responsibilities to address issues related to the occurrence of pharmaceuticals in drinking water and sources of drinking water. The workgroup will provide a forum to exchange information on health effects (such as pharmaceutical biological activity and toxicology) and occurrence (sources, fate and transport) of pharmaceuticals in drinking water as well as provide a way to facilitate interagency consultation on implications of research and analyses derived from shared information. Although the direction that the workgroup will take is uncertain, the analyses, reports and data collected under this work assignment could help to facilitate the path of the Federal interagency workgroup's activities. Therefore, the contractor should be prepared to support the EPA WAM when necessary.

In a series of previous work assignments under a different contract vehicle (WA#1-03, 2-03 and 3-03 with ToxServices LLC), a draft paper was developed. During this current work assignment, the draft paper will be finalized and published (depending upon journal acceptance). It provides a vehicle to further develop and refine a process for screening pharmaceuticals based on health benchmark indicators and applying this process to four pilot groups of pharmaceuticals using health effects data from the Food and Drug Administration (FDA). This process should allow EPA to screen out as well as prioritize groups of compounds.

As part of this work, EPA has evaluated several screening/prioritization approaches and performed calculations of margin of exposure (MOE) values to compare to screening Reference doses (s-RfDs) and screening Maximum Recommended Safe Doses (s-MRSDs); compared these health measures to the third Contaminant Candidate List (CCL3) results for severity and potency attributes; and compared calculations (s-RfD, s-MRSD, MOE) for each of the 4 groups of drugs; and compared these results to other approaches from the peer-reviewed literature. As necessary, EPA will continue to investigate other prioritization approaches to develop a prioritization process for groups of compounds and include this information in the paper.

Based on EPA's evaluation of various prioritization approaches and health effects data for the 4 groups of drugs, it was determined that this data could be used to develop human health benchmarks that could aide in prioritizing groups of pharmaceuticals for research. Therefore, under this work assignment, the contractor shall develop human health benchmarks for a select group of contaminants (approximately 22) detected in water or prioritized based on other characteristics.

E. QUALITY ASSURANCE

Tasks 3 and 5 in this work statement require the use of secondary data. Collection, use and analysis of data will be identical to the procedures described in the Supplemental Project Specific Quality Assurance Project Plan (SQAPP) completed under Task 0 of WA 2-19 consistent with the Agency's Quality Assurance (QA) requirements, appending the Contract Level Quality

Assurance Project Plan (QAPP)]. The project specific QA requirements must be addressed in the monthly progress reports as specified under Task 0, below.

F. TASKS DESCRIPTION

Task 0 Prepare a work plan and Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the workplan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and control costs.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 2-19. The workplan shall explain that collection, use and analysis of data in this work assignment will be identical to the procedures described in the SQAPP completed under task 0 of WA 2-19. This task also includes monthly progress and financial reports. The monthly progress report shall summarize activities conducted for the reporting period, and in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs` broken out by the tasks in this WA. The contractor shall immediately notify the Contract Level COR (CL COR) and WA COR if any changes to the tasks involving the collection and analysis of the data occur and prepare a SQAPP supplementing the Contract Level (QAPP] accordingly. Work on these tasks cannot proceed until the contractor receives the EPA CL COR's notification of approval.

Deliverables:

Work plan & monthly progress & financial reports submittal	In accordance with Contract requirements
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Task 1 – Revisions to Final Draft Paper on Approaches to Screening (based on health effects)

After the receipt of comments on the draft paper from the EPA WACOR, the contractor shall revise the draft pharmaceutical paper based on the EPA WACOR's comments and submit the revised draft to the EPA WACOR for review. After receipt of the EPA WACOR's comments (if any), the contractor shall address these comments and submit the newly revised version to the EPA WACOR for a second review. If the EPA WACOR has no comments, this version will serve as the final paper. Compliance with Section 508 will be required based upon EPA/OST managerial decisions regarding paper distribution.

Deliverables:

First revised draft paper	2 weeks following receipt of EPA WACOR's comments
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Second revisions to draft (if any)	2 weeks following receipt of EPA WACOR's comments
Final paper	2 weeks following receipt of EPA WACOR's comments 3 weeks if 508 compliance is required

Task 2 – Development of Human Health Benchmarks

The contractor shall analyze health data from pharmacology profiles supplied by FDA and other supplemental data from peer-reviewed journals and make recommendations to the EPA WACOR as to whether human health benchmarks can be developed from the data. (The EPA WACOR will provide literature searches for each chemical of peer reviewed journals to the contractor.) The contractor shall create a table that will include a breakdown (study type, # of animals, dose levels, study duration, No Observed Adverse Effect Level (NOAEL), Lowest Observed Adverse Effect Level (LOAEL) (if identified), other information relevant to the evaluation of the study) of each study included in the pharmacology profile and any peer-reviewed studies for each chemical and indicate whether the study would support development of a human health benchmark for that chemical. Upon completion, the contractor shall submit the table to the EPA WACOR.

The EPA WACOR shall review the table of information and discuss the findings with the contractor. At the EPA WACOR's direction, the contractor shall develop draft human health benchmarks for chemicals that have been determined to have adequate health data. The contractor shall carefully document (using a systematic narrative format) details of the criteria used to select the critical study, uncertainty factors, relative source contribution, and values such as, body weight and drinking water consumption rates. The contractor shall submit the draft benchmarks and the narratives to the EPA WACOR for comment. Following the EPA WACOR's review, the EPA WACOR shall submit the draft benchmarks and the narratives to the contractor for finalization.

For guidance, the contractor shall refer to the human health benchmarks home page (<http://iaspub.epa.gov/apex/pesticides/f?p=HHBP:home>) that EPA's Office of Water developed for pesticides. Using the fact sheet prepared for the human health benchmarks for pesticides as a reference, the contractor shall prepare a fact sheet for the human health benchmarks for pharmaceuticals (HHBPhs). An example of the fact sheet can also be found at <http://iaspub.epa.gov/apex/pesticides/f?p=HHBP:home>.

Deliverables:	
Table of Studies to EPA WACOR for review	2 weeks following analysis of pharmacology profiles and receipt of literature search results from the EPA WACOR
Discussion of Findings w/ EPA WACOR	1 week after delivery of the Table of Studies to the EPA WACOR
Draft HHBPhs and documentation of the development process	3 weeks following the discussion of findings with the EPA WACOR

Finalization of benchmarks and narratives	2 weeks following receipt of EPA WACOR's comments
Draft Fact Sheet	1 week after finalization of benchmarks and narratives
Final Fact Sheet	1 week following receipt of EPA WACOR's comments

Task 3 – Publication of Paper

As directed by the EPA WACOR, once the paper has been finalized (in Task 1) and undergone an internal EPA/Office of Water review process, the contractor shall prepare the final paper for submission to peer reviewed journals (up to five (5), all determined by the EPA WACOR) and, if accepted, for journal publication. EPA will be responsible for any associated journal fees. The contractor shall prepare the document according to the respective journal's formatting and submission requirements. These requirements will be provided to the contractor by the EPA WACOR. If the paper is accepted for publication and if necessary, the EPA WACOR will provide review comments from the journal to the contractor. After discussing the comments with the EPA WACOR, the contractor shall incorporate comments (as appropriate) and submit the revised paper to the EPA WACOR. It is anticipated that this process may include more than one round of comments from the journal resulting in additional rounds of revisions by the contractor.

Deliverables:	
Submission of publication-ready paper to EPA WACOR	Dependent upon individual and/or journal's requirements & deadlines

Task 4 – Support to Federal Interagency Pharmaceuticals in Water (PIW) Workgroup

Upon request from the EPA WACOR, the contractor shall submit health effects data and other information to the EPA WACOR to support activities of the PIW workgroup. It is anticipated that the workgroup activities will require access to health effects information and other data collected and reports produced as part of this work statement and may require additional data analyses by the contractor. The scope of workgroup activities will encompass a broad range of topics related to pharmaceuticals in water that may be of interest to any subset of agencies on the workgroup. It is anticipated that the workgroup will not meet more than once quarterly (3 or 4 times/year). As directed by the WACOR, the contractor shall support the workgroup. The EPA WACOR will provide workgroup support requests (to include requests for previously-collected health effects information and other analyses or data collected; also to include any new analyses within reasonable resource allocations) to the contractor. For planning and resource estimate purposes, the contractor shall assume 25% of the LOE will be required for this task.

Deliverables:	
Response to workgroup requests	Case-by-case basis. In general, 4 weeks following EPA WACOR's request

G. SCHEDULE OF DELIVERABLES

<u>Task</u>	<u>Deliverable</u>	<u>Due to EPA</u>	<u># of Copies</u>
0	Work Plan	15 days after receipt of PWS	1
1	Revised Paper	2 weeks after receipt of EPA WACOR comments	1
	Second Revision	2 weeks after receipt of EPA WACOR comments	1
	Final Paper	2 weeks after receipt of EPA WACOR comments (3 weeks if 508 compliance is required)	1
2	Table of Studies	2 weeks following FDA & published literature data review	1
	Findings Discussion	1 week after delivery of Table of Studies to WACOR	1
	Draft HHBPhs	3 weeks after discussion	1
	Final HHBPhs	2 weeks after receipt of WACOR comments	1
	Draft Fact Sheet	1 week after finalization of HHBPhs	1
	Final Fact Sheet	1 week after receipt of WACOR comments	1
3	Paper Publication	Submission of paper	1
4	Response to PIW Workgroup requests	No later than 4 weeks after WACOR Request (depending on request)	1

H. LEVEL OF EFFORT ESTIMATES

EPA estimates that 420 additional professional hours will be required to complete the tasks outlined in this Performance Work Statement.

I. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS:

The contractor shall immediately notify the EPA Contracting Officer, CL COR and WA COR of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$20,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and

include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

J. TRAVEL

Travel shall include two trips to Washington, DC for various planning and workgroup meetings and review of the analyses and reports with the WACOR as described in the subtasks above.

K. SPECIAL REPORTING REQUIREMENTS

There are no special reporting requirements.

L. QUALITY ASSURANCE PERFORMANCE SURVEILLANCE PLAN: Per Contract Requirements

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-20				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-12-023			Contract Period 11/01/2012 To 04/30/2016 Base Option Period Number 3			Title of Work Assignment/SF Site Name Management Performance Tools				
Contractor Cadmus Group, Inc., The						Specify Section and paragraph of Contract SOW Section 2.1.1, 2.4.3, 2.4.4, 3.2.2 and 3.3.1				
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 05/01/2015 To 04/30/2016				
Comments: Initial Work Assignment Issuance										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
11/01/2012 To 04/30/2016										
This Action:						363				
Total:						363				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
Work Assignment Manager Name Agnes Ortiz						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number 202-566-1303				
						FAX Number:				
Project Officer Name Ronald Coleman						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-8491				
						FAX Number:				
Other Agency Official Name Erin Ridder						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2155				
						FAX Number:				
Contracting Official Name Sandra Stargardt-Licis						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2006				
						FAX Number:				

**PERFORMANCE WORK STATEMENT
CADMUS CONTRACT EP-C-12-023
WORK ASSIGNMENT 3-20**

A. TITLE: Completion of Programmatic and Management Performance Tools

B. PERIOD OF PERFORMANCE: Effective Date through December 30, 2015

C. WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

Agnes M. Ortiz
U.S EPA (MC-4301T)
1200 Pennsylvania Ave., NW
Washington, DC 20460
Phone: (202)566-1303
Email: ortiz.agnes@epa.gov

ALTERNATE ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (AWACOR):

Amber K. Erickson
U.S EPA (MC-4301T)
1200 Pennsylvania Ave., NW
Washington, DC 20460
Phone: (202)566-2984
Email: Erickson.amber@epa.gov

D. BACKGROUND:

The Office of Science and Technology (OST) provides science, engineering and program support to promote the protection of public health and water resources under the auspices of the Safe Drinking Water Act and the Clean Water Act. OST manages extensive resources including about 130 (full-time employees (FTEs) and an extramural budget of upwards of \$20M annually. Ensuring the effective management, integrity and utilization of these resources is a critical role of the OST Management and Administrative Team.

The purpose of this work assignment is to complete a new suite of programmatic and management tools to demonstrate progress and performance in implementing our Drinking Water, Surface Water Protection, and Beach Fish programs and resources to address EPA and OW work priorities. Initial work was conducted under PSW 2-20, this is an extension of time to complete project. OST receives Drinking Water funds to develop scientific assessments to support the Office of Ground Water and Drinking Water (OGWDW)'s regulatory agenda. The new suite of programmatic and management tools and dashboards will be shared with OW and all OW offices to keep them updated.

This work transcends several different elements and themes that are provided for in the Contract Performance Work Statement:

- 2.1 Policy and Program Implementation Support
 - o 2.1.1 Gathering and Presenting Data/Information
 - o 2.4.3 Strategic Development
 - o 2.4.4 Implementation
- 3.0 Information Management and Technology Tools
 - o 3.2.2 Programmatic Data Analyses
 - o 3.3.1 Programmatic Technology Tools

E. QUALITY ASSURANCE (QA):

The fulfillment of this work assignment does not require direct environmental measurements or the use of environmental data. However, the activities in this work assignment involve designing and developing dashboard programmatic management tools for gathering, evaluating, analyzing, and otherwise using existing resource data (also known as “secondary” use of data). EPA has determined that the Contractor is operating under an existing PQAPP (generic Quality Assurance Program Plan (QAPP)) and that the PQAPP does not specifically address QA requirements for this work assignment. EPA has determined the contract-level Quality Assurance Project Plan does not address Quality Assurance requirements for this work assignment. See task 0 of this work assignment for specific QA requirements.

F. TASK DESCRIPTION:

EPA must continually refine its approach to improving environmental program management and accountability. This also generally fits with the Administrator’s theme of becoming a High Performing Organization (HPO).

The Office of Water conducts a Mid-Year and End of Year Performance Evaluation of OST and the other OW offices. This twice per year review looks at an array of programmatic and management information, but it is not complete or comprehensive. In addition, the OW review is not timely, often occurring long after when appropriate corrective action should have been taken. The review also represents limited snapshots in time.

Objectives of the Programmatic and Management Performance Tools and Dashboards

These programmatic and management tools and dashboards are intended to achieve many objectives, including:

- Support effective utilization and management of Drinking Water, Surface Water Protection, and Beach-Fish funds
- Demonstrate meaningful programmatic progress using appropriate metrics
- Create a consistent approach and framework for articulating critical information
- Establish a comprehensive suite of measures to demonstrate the effectiveness of OST
- Create visual representations of progress toward clear targets or goals that depict progress over time (where appropriate) for critical measures

- Build and expand upon the existing OW Measures
- Drive the organization to a more measure and outcome oriented culture
- Create responsibility, accountability and empowerment for managers and staff to “own” key aspects of OST’s business
- Foster transparency as a key means to improve management focus and foster change
- Promote adaptive management and continual improvement
- Create a deeper understanding of key performance measures for each of the critical business areas that profoundly influence the effectiveness of programmatic outcomes.

Key Audience for the Management Tools and Dashboards

The management tools and dashboards are designed to address the needs of OST management (e.g. Division Director, Office Director) to have a clear, easy and routine means of assessing programmatic and management performance against a clear set of objectives and outcomes. The management tools and dashboards are also intended to continually enhance performance by constantly assessing and adapting to new strategies and actions. It is believed that the Management Dashboards will foster greater efficiency and focus our diminishing resources on the highest priorities by clarifying and simplifying how we manage and report key information to senior management.

Tasks

Task 0: Work Plan and Monthly Progress Reports

The contractor shall schedule a kick-off meeting with EPA within 5 working days from issuance of this work assignment prior to the development of a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor’s key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the workplan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and control costs. In addition, the contractor shall acknowledge in the work plan that a supplemental quality assurance project plan is not required. All direction with the contractor will be provided by the EPA WACOR (or AWACOR) and communications with other project personnel, will be limited to technical communications.

Specific QA requirements. In support of this work assignment, the Contractor shall ensure that the work plan provides enough detail to clearly describe:

- Specific objectives of the project(s) supported by this work assignment, including typical questions that must be answered when amalgamating existing sources of data that will be contemplated for evaluating or creating new dashboards on other than the examples provided by EPA WACOR attached to this work assignment. Objectives must include specific metrics for accuracy, completeness, comparability for data to be loaded into excel spreadsheets and timeliness. These excel spreadsheets should be designed for continuous accurate data input and update for real time OW review. The data generated in Excel spreadsheet should be compatible with other format of Microsoft Office Suite including WORD, Power Point, Access, etc for presentation &

documentation. The contractor shall explain all best practices for quality assurance that will be used for any and all the tasks associated with this work assignment with enough specificity so that the WACOR will be able to assess their appropriateness and applicability to the work activities under this work assignment.

- The search engines (or databases), the search terms, the type of information to be gathered or used under this work assignment to support the project objectives—including information from search engines, federal databases, EPA databases—as a well as a rationale for when those databases are appropriate and what information is available in each to support the project. *EPA requires that the contractor* fully documents the source, date, and any important considerations for comparability or gaps that the source may describe, including the accuracy and reliability of the information or the usefulness of the approach, and discusses potential data quality issues with the EPA WACOR as soon as they arise.
- The quality objectives needed and identified by the contractor shall ensure the information will support the project objectives, and
- The QA/QC activities to be performed shall ensure that any results obtained are documented and are of the type, quality, transparency, and reproducibility needed and that the Cadmus SOPs that will be used to support this project are identified. Any procedures including readily available CADMUS SOPs that the contractor will use shall be provided to the EPA WACOR and accepted by the WACOR before work is to begin on Task 2. The contractor shall designate portions of its SOPs as proprietary but shall provide both a redacted (specifics claimed proprietary only) and unredacted versions at the time of the work plan submittal. If the contractor has no SOPs, the contractor as part of the work plan submittal shall include the specifics that would explain the activities (literature search, development of Excel Spreadsheets etc) and how those activities will be performed to ensure the quality of the work under the work assignment.

Task 1: Complete Design/Redesign of the OST Management Tool and Dashboard Template(s)

The contractor shall develop revised and enhanced dashboard template(s). EPA provided examples of current dashboards to the contractor under WA2-20 and discussed strengths and weaknesses. Also, under WA 2-20, CADMUS developed a matrix of proposed dashboards that included feedback from dashboard owners regarding strengths and weaknesses. The matrix was used to: finalize the list of dashboards, assign priorities (i.e., priority dashboard or new dashboard), and discuss with OST Senior Management to get feedback on how to proceed with the rest of the project. In addition, the contractor provided initial designs for priority dashboards.

Under this work assignment (3-20) the contractor shall follow-up on feedback received from both staff and OST management to complete designs for priority and new dashboards. The new version of dashboards needs to achieve the next level of articulation, clarity, brevity, and focus on the critical programmatic and management outcomes and measures. Given the intended conciseness of the dashboard (one page front and back maximum), every word and graphic must have specific criticality and be relevant.

The revised and enhanced dashboard template shall be designed as a relatively simple and consistent presentation of the measure and progress to achieve a clearly articulated goal. Taken together, the entire suite of dashboards tell a complete story of OST's programmatic and management efforts.

The dashboards might include the following elements:

- Title - short title of the measure
- Objective/Outcome - clearly stated desired objective/goal (the end state)
- Narrative – very brief narrative description of the relevance of the measure
- Visual display - visual representation (e.g. graph) that includes the baseline (e.g. current) condition, existing progress, and the desired longer term outcome
- Clear Indication of “Status”
- Historical Trends – Visual representation may include historical data for the measure
- Strategies - brief narrative description of the OST strategies and actions being pursued to achieve the outcome
- Data Source – brief description of the origin/data sources for the information in the dashboard
- Frequency of Refresh – Frequency the data/information is updated on the dashboard (e.g. monthly, quarterly)
- Measure Owner – name of the OST staff person who “is responsible for maintenance of the dashboard”
- Last Updated – a clear indication of when the dashboard was last updated (e.g. version and date)

EPA’s project and management staff’s communication with Cadmus will be limited to technical communications. All technical direction from EPA will be given by WACOR and AWACOR. Task 2:

Development of the Management Tools and Dashboards

The contractor shall proceed to build the dashboards using the template established in Task 1. Some adaptation may be needed to the basic template. EPA estimates that a total of about 15 programmatic and management measures will be captured by the dashboard management tool. All direction with the contractor will be provided by the EPA WACOR (or AWACOR) and communications with other project personnel, will be limited to technical communications.

Task 3: Article and PowerPoint

The contractor shall support EPA’s development of an article and PowerPoint to describe the OST Dashboards as a tool and driver of focus and performance. The length of the article should be discussed and agreed with the EPA WACOR. The length of the PowerPoint presentation shall be in a range between 10 - 15 slides. The article and PPT will be primarily used to portray the effort to other EPA partners. All direction with the contractor will be provided by the EPA WACOR (or AWACOR) and communications with other project personnel, will be limited to technical communications.

Task 4: Dashboard Documentation

The contractor shall prepare a simple “Users Guide” for the OST Management Dashboards that compiles critical information about the dashboards. In particular, the user’s guide will explain the Meta data that underlies each dashboard and where the data is obtained and how that data is compiled. The contractor shall develop an outline for the User’s Guide for approval by the EPA WACOR. At a minimum, the User Guide should include: table of content, relevant information on data sources, address each dashboard, provide instructions on how to update information and make any revisions if needed; provide examples and figures illustrating the step by step instructions, and dos & don’ts. All direction with the contractor

will be provided by the EPA WACOR (or AWACOR) and communications with other project personnel, will be limited to technical communications.

Schedule

Deliverables: Work plan and monthly progress and financial reports per contract requirements.

G. SCHEDULE OF DELIVERABLES:

Task	Deliverable(s)	Due to EPA	#s of Copies/Medium
0	1. Kickoff meeting 2. Workplan 3. QA project-specific SOPs	1. Within 5 days 2. Per Contract requirements 3. Prior to starting Task 1	1. None 2. Word File 3. Word File
1	Complete Templates Designs/Redesigns Priority dashboards New dashboards	June 15, 2015 July, 2015	Word/PPT
2	Draft & Final Dashboards Draft Dashboards Final dashboards	August 14, 2015 August 25, 2015	Word File/Excel/Compatible with Microsoft Office 2013
3	White Paper/Article/PowerPoint Draft Final	Sept 30, 2015 October 30, 2015	Word File/Excel/Compatible with Microsoft Office 2013
4	Dashboard Documentation/User Guide Draft Final	October 30, 2015 November 20, 2015	Word File/Excel/Compatible with Microsoft Office 2013

H. LEVEL OF EFFORT ESTIMATES:

EPA estimates that 363 professional hours will be required to complete the tasks outlined in this Performance Work Statement.

I. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS:

The contractor shall immediately notify the EPA Contracting Officer, Contract Level Contracting Officer's Representative and Work Assignment Contracting Officer's Representative of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that

may potentially incur \$20,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

J. TRAVEL: No travel required except local travel.

K. SPECIAL REPORTING REQUIREMENTS: No special requirement.

L. QUALITY ASSURANCE SURVEILLANCE PLAN: - Per Contract requirements

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-21				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-12-023			Contract Period 11/01/2012 To 04/30/2016 Base Option Period Number 3			Title of Work Assignment/SF Site Name Reduction of Lead in DW				
Contractor Cadmus Group, Inc., The						Specify Section and paragraph of Contract SOW section 1.2, 2.4, 4.1 and 10.4				
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 05/01/2015 To 04/30/2016				
Comments: Initial Work Assignment Issuance										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
11/01/2012 To 04/30/2016										
This Action:						960				
Total:						960				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
Work Assignment Manager Name Erik Helm <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number 202-566-1049 FAX Number:				
Project Officer Name Ronald Coleman <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-8491 FAX Number:				
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: FAX Number:				
Contracting Official Name Sandra Stargardt-Licis <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2006 FAX Number:				

**PERFORMANCE WORK STATEMENT
CADMUS CONTRACT EP-C-12-023
WORK ASSIGNMENT 3-21**

A. TITLE: Technical Support Regulations Implementing Section 1417 of the Safe Drinking Water Act: Prohibition on Use of Lead Pipes, Solder, and Flux

B. PERIOD OF PERFORMANCE: May 1, 2015 through April 30, 2016

C. WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WA COR):

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helm.erik@epa.gov

ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (AWA COR):

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damico.brian@epa.gov

D. BACKGROUND:

The Reduction of Lead in Drinking Water Act was enacted on January 4, 2011 to amend Section 1417 of the Safe Drinking Water Act (SDWA or Act) regarding the use and introduction into commerce of lead pipes, plumbing fittings or fixtures, solder and flux. The Act established a prospective effective date of January 4, 2014, which provided a three-year timeframe for affected parties to transition to the new requirements. The Community Fire Safety Act of 2013 further amends Section 1417 to exempt fire hydrants. EPA in December of 2013 developed a summary document of answers to frequently asked questions that is intended to help the public understand the statutory requirements of the two pieces of legislation. EPA intends to further clarify and refine these statutory requirements in a new rulemaking.

The purpose of this assignment will be to complete the analysis that was begun under the larger Lead and Copper Rule (LCR) Long Term revisions. The LCR rule was initially envisioned to contain lead free requirements that would clarify the Reduction of Lead in Drinking Water Act (RLDWA) requirements. EPA has now decided to enact the clarifications and extensions of the RLDWA in a separate rulemaking, the Reduction of Lead in Drinking Water Implementation Rule. The work outlined in this work

assignment is a continuation of the efforts initiated in WA 0-08, 1-08 and 2-21, and supports this new EPA Reduction of Lead in Drinking Water Implementation Rulemaking by providing the Agency with cost assessment, benefit assessment, and other technical assistance.

E. QUALITY ASSURANCE:

Tasks 1, 2, 3, and 4 in this work assignment requires the use of **secondary** data. Collection, use and analysis of data will be identical to the procedures described in the Supplemental Project Specific Quality Assurance Project Plan (SQAPP) completed under Task 0 of WA 0-08, consistent with the Agency's Quality Assurance (QA) requirements, appending the Contract Level Quality Assurance Project Plan (QAPP)]. The project specific QA requirements must be addressed in the monthly progress reports as specified under Task 0, below.

F. TASK DESCRIPTION:

Task 0: Work Plan and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the workplan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and control costs.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 0-08, 1-08, and 2-21. The workplan shall explain that collection, use and analysis of data in this work assignment will be identical to the procedures described in the SQAPP completed under task zero of WA 0-08. This task also includes monthly progress and financial reports. The monthly progress report shall summarize activities conducted for the reporting period, and in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs` broken out by the tasks in this WA. The contractor shall immediately notify the Contract Level COR (CL COR) and WA COR if any changes to the tasks involving the collection and analysis of the data occur and prepare a SQAPP supplementing the Contract Level (QAPP] accordingly. Work on these tasks cannot proceed until the contractor receives the EPA CL COR's notification of approval.

Deliverables: Work plan and monthly progress and financial reports submitted in accordance with contract requirements.

Task 1: Updating the Costing Data and Analyses

The contractor, upon receiving technical direction from the EPA WACOR, shall update the costing data and analysis that was conducted in WA 2-21 under this contract. The EPA WACOR will be supplying the contractor with a set of questions and comments on the draft analysis documentation that was produced under the previous work assignment. The analyses to be updated include: the industry profile for the valve, plumbing fittings, and fixtures industries including the number of firms, amount of production and business projects for the industry; the cost information for labeling single and dual plumbing product lines; the cost of self and third party certification; and, the national level cost estimates for labeling and certification for both potable and non-potable.

The contractor shall prepare a draft report on the updated results of this labeling and certification cost analysis. The report shall include, but is not limited to, the analytical topics listed above. The report shall be used for internal deliberative discussions.

Deliverables: For work planning purposes, up to 2 draft costing reports may be required. The contractor should assume three iterations of each draft document: 2 drafts and 1 final draft.

Task 2 – Development of new economic costing methodologies

It may be necessary to make significant changes and updates to the existing costing methodology or databases, and explore new types of analysis. The exact nature and timing of these changes cannot be foreseen at this time. The contractor shall make significant changes to existing methodology or databases or exploration of new lines of inquiry by following the process outlined below:

- (1) The EPA WACOR will issue written technical direction to the contractor to produce a short memorandum, table, or PowerPoint outlining the details of the new analysis required. The length of the document is expected to be less than 5 pages unless otherwise specified.
- (2) Once the EPA WACOR has reviewed the document and a determination is made as to whether to move forward with the changes to existing methods or data or conduct a new analysis, the EPA WACOR will give written technical direction to the contractor. If determined by EPA that new work should be conducted then the technical direction will include any EPA changes to the contractor's proposed approach and specific deadlines for completion of the work.

Deliverables: Although a precise number of these potential significant changes to the existing methodology or databases, and/or explorations of new types of analysis cannot be given at this time, EPA expects that 2 significant changes to the existing methodology or databases, and new types of analysis will be required. The general time frame for the new analysis "scoping" deliverables will be on the order of 7 days after issuance of technical direction.

Task 3: Benefits Analyses

The contractor shall update and expand the qualitative benefits that were developed in WAs 0-08 and 1-08 under this contract. The specific topic to be updated is the health impacts associated with reduced lead intake and lower blood and bone lead levels. The contractor shall prepare a draft report on the updated benefits results. The report shall be used for internal deliberative discussions.

Deliverables: For work planning purposes, only one draft benefit reports may be required. The contractor shall assume three iterations of the document: 2 drafts and 1 final draft.

Task 4: Issue Papers and Technical Support

The contractor shall develop issue papers and technical analyses as identified through written technical direction by the EPA WACOR. EPA anticipates that some issues may become high priority during this review process and may require analytical support for internal Agency decision-making processes. Upon direction from the EPA WACOR, the contractor shall collect summary information on particular issues (e.g., manufacturing production practices), risk assessment background and status information, and perform preliminary cost-benefit analyses.

Deliverables: For work planning purposes, up to 3 analyses may be required. The contractor shall assume three iterations of each document: 2 drafts and 1 final.

G. SCHEDULE OF DELIVERABLES:

508 compliance: The contractor shall ensure that all 508 compliant documents developed in this task and in all tasks outlined in this work assignment will align with EPA's 508 compliance checks (keywords, titles, tables, tags, etc.). The contractor is responsible for maintaining and utilizing the same version of Adobe as the EPA for purposes of developing and maintaining 508 compliant documents. To the extent practical, documents which are developed for this work assignment, and are to be 508 compliant should be designed to be such from their inception, minimizing the effort for conversion and maximizing 508 compliance quality assurance.

Task	Deliverable	Due to EPA	No of Copies/Medium
0	Work Plan, monthly progress reports	Per contract requirements	Per contract requirements
1	Draft report on labeling and certification cost analysis.	1 month after written technical from WACOR	1 copy of each draft/ electronically submitted via e-mail

	Final draft report on labeling and certification cost analysis.	2 weeks after written technical from WACOR. The final document shall also be 508 compliant.	1 copy of each final / electronically submitted via e-mail
2	Up to 2 Documents outlining significant changes to the existing methodology or databases, and new types of analysis	7 days after receiving written technical direction from WACOR.	1 copy of each/ electronically submitted via e-mail
3	Draft report on benefits analysis.	1 month after written technical from WACOR	1 copy of each draft / electronically submitted via e-mail
	Final draft report on benefits analysis.	2 weeks after written technical from WACOR. The final document shall also be 508 compliant.	1 copy of final / electronically submitted via e-mail
4	Up to 3 issue papers and/or technical analyses as requested.	7 days after receiving written technical direction from WACOR. The final document shall also be 508 compliant.	1 copy of each draft and final/ electronically submitted via e-mail

H. LEVEL OF EFFORT ESTIMATES:

EPA estimates that 960 professional hours will be required to complete the tasks outlined in this Performance Work Statement.

I. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS:

The contractor shall immediately notify the EPA Contracting Officer, CL COR and WA COR of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$20,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

J. TRAVEL: No travel is anticipated for this Work Assignment.

K. SPECIAL REPORTING REQUIREMENTS: None

L. QUALITY ASSURANCE SURVEILLANCE PLAN:

The performance standards, incentives and disincentives established in the Quality Assurance Surveillance Plan of Contract EP-C-12-023 apply to this work assignment.

Work Assignment Form, (WebForms v1.0)

**PERFORMANCE WORK STATEMENT
CADMUS CONTRACT EP-C-12-023
WORK ASSIGNMENT 3-22**

A. TITLE: ICR Renewals for National Primary Drinking Water Regulations (NPDWRs) and the Public Water System Supervision (PWSS) Program

B. PERIOD OF PERFORMANCE: May 1, 2015 through April 30, 2016

C. WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WA COR):

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roland.kevin@epa.gov

ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (AWA COR):

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D. BACKGROUND:

This Performance Work Statement comprises tasks necessary to renew the expiring ICRs for: (1) the Public Water System Supervision (PWSS) Program; (2) the Disinfectants/Disinfection Byproducts (D/DBP), Chemical, and Radionuclides Rules; and, (3) the Microbial Rules, including the Aircraft Drinking Water Rule (ADWR) which was integrated into the Microbial Rule ICR under a previous work assignment. Per the Paper Work Reduction Act of 1995, any monitoring, reporting or record-keeping requirement imposed on non-Federal respondents by EPA requires an ICR, which must include the burden on and costs incurred by non-Federal respondents for the information provided to EPA, and must be approved by the Office of Management and Budget. The ICRs must be prepared in accordance with the provisions of the Paper Work Reduction Act of 1995 and the ICR Handbook. The ICRs shall be completed in the following priority

order: Microbial Rules; PWSS Program; and Disinfectants/Disinfection Byproducts (D/DBP), Chemical, and Radionuclides Rules. The OMB approved ICR Handbook requires the inclusion of the cost and burden associated with the information collection for both the respondents and the Agency, including O&M costs. It presents these cost and burden estimates as individual costs per respondent, and as an aggregate cost for the entire respondent universe and the Agency on an annual basis and over the entire period covered by the ICR. The contractor shall utilize the latest version of the ICR Handbook as published by the Agency and located on the internet at <http://intranet.epa.gov/icrintra/ivb.html>.

E. QUALITY ASSURANCE:

Tasks 1- 9 in this work assignment requires the use of secondary data. Collection, use and analysis of data will be identical to the procedures described in the Supplemental Project Specific Quality Assurance Project Plan (SQAPP) completed under task(s) 1-10 of WA 2-22, consistent with the Agency's Quality Assurance (QA) requirements, appending the Contract Level Quality Assurance Project Plan (QAPP)]. The project specific QA requirements must be addressed in the monthly progress reports as specified under Task 0, below.

F. TASK DESCRIPTION:

Task 0: Work Plan and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the workplan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and control costs.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 2-22. The workplan shall explain that collection, use and analysis of data in this work assignment will be identical to the procedures described in the SQAPP completed under task(s) 1-10 of WA2-22.

This task also includes monthly progress and financial reports. The monthly progress report shall summarize activities conducted for the reporting period, and in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs broken out by the tasks in this WA. The contractor shall immediately notify the Contract Level COR (CL COR) and WA COR if any changes to the tasks involving the collection and analysis of the data occur and prepare a SQAPP supplementing the Contract Level (QAPP] accordingly. Work on these tasks cannot proceed until the contractor receives the EPA CL COR's notification of approval.

Deliverables: Work plan and monthly progress and financial reports submitted in accordance with contract requirements.

Task 1 –Requirements for information provided by EPA to the Contractor

The contractor shall provide detailed instructions to the WACOR for the SDWIS information required from EPA to update the PWSS; D/DBP, Chemical and Radionuclides Rules; and Microbial Rules and Aircraft Drinking Water Rule ICRs, including RTCR. These instructions will be used by the WACOR to generate MS Excel spreadsheets for use in updating the ICR rule models under Task 5.

These instructions shall include the universe of systems and/or PN violations to be included, all existing variables required from SDWIS-Fed, specifications for any new variables required to be created, and formatting of results to feed into the models in Task 5. They shall also include any necessary revisions to ADWR information.

The WACOR will use these requirements to develop queries which will be used to finalize the ICR models in Task 5

Deliverables: Query requirements in Electronic format (MS Office).

Task 2 – Consultation

The contractor shall develop and submit to the WACOR, for review and comment, a draft plan for conducting consultations with several (not more than nine) companies, organizations, or individuals to obtain information on burden and size of the potentially affected universe. The contractor shall use values from the 2012 PWSS; D/DBP, Chemical and Radionuclides Rules; and Microbial Rules and Aircraft Drinking Water Rule ICRs. The contractor shall add new values for the Revised Total Coliform Rule. The contractor shall incorporate changes in the estimated structured data reporting and recordkeeping burden based on its prior work performed under EP-C-08-015 WA 5-80 Amendment 2, as specified by and in consultation with the WACOR. The contractor shall include in its consultation plan the following:

- Association of State Drinking Water Administrators
- National Rural Water Association
- National Association of Water Companies
- Association of Metropolitan Water Agencies
- American Water Works Association

The contractor shall then develop a final plan based on WACOR review and comment. Upon approval of the final plan by the WACOR, the contractor shall conduct consultations in accordance with the approved plan,

Deliverables: draft consultation plan, conduct consultations with external reviewers, final consultation plan

Task 3 – ICR Model Structure Changes

The contractor shall adjust the structure of the models underlying the D/DBP, Chemical and Radionuclides Rules ICR to account for changes to the Stage 2 Disinfectants/Disinfection Byproducts Rule (St2). The contractor shall incorporate changes required from Task 2.

The contractor shall adjust the structure of the models underlying the Microbial Rules and Aircraft Drinking Water Rule ICRs to account for changes to the following rules: Long Term 2 Enhanced Surface Water Treatment Rule (LT2ESWTR), Ground Water Rule (GWR), Aircraft Drinking Water Rule (ADWR), (St2) and Revised Total Coliform Rule (RTCR). The contractor shall incorporate changes required from Task 2.

The contractor shall consult with the WACOR prior to changing the models for other rules or any models under the PWSS ICR. The contractor shall not incorporate results of Tasks 1 or 3. The contractor shall deliver draft models to the WACOR for comment.

Deliverables: draft ICR models. MS Excel Format.

Task 4 – Final ICR Models with Updated External Values

The contractor shall finalize the models underlying the PWSS; D/DBP, Chemical and Radionuclides Rules; and Microbial Rules and Aircraft Drinking Water Rule ICRs by updating values from sources external to the models. The contractor shall update the models with the inventory information provided by the WACOR from Task 1, financial information, and incorporate consultation information from Task 3. The contractor shall deliver the final models to the WACOR.

Deliverables: final ICR models. MS Excel Format.

Task 5 – Draft ICR Documents with Updated Activities

Under this task, the contractor shall develop draft renewal PWSS; D/DBP, Chemical and Radionuclides Rules; and Microbial Rules and Aircraft Drinking Water Rule ICRs using the OMB-approved 2012 ICRs as the baseline. The contractor shall update the activities from Task 2 associated with the PWSS; D/DBP, Chemical and Radionuclides Rules; and Microbial Rules and Aircraft Drinking Water Rule ICRs to the WACOR for EPA's review and comment. Changes in rule activities shall be restricted to the following rules: Long Term 2 Enhanced Surface Water Treatment Rule (LT2ESWTR), Ground Water Rule (GWR), Aircraft Drinking Water Rule (ADWR), Stage 2 Disinfectants/Disinfection Byproducts Rule (St2) and Revised Total Coliform Rule (RTCR). The contractor shall consult with the WACOR prior to revising activities for other rules. The contractor shall include RTCR in the Microbial Rules and Aircraft Drinking Water Rule ICR. The contractor shall submit the result as a draft to the WACOR for review and comment.

Deliverables: three draft ICRs. Electronic format (MS Office).

Task 6 – Final pre-OMB ICR Documents with Updated Numbers, Figures and Appendices

Under this task, the contractor shall develop final renewal PWSS; D/DBP, Chemical and Radionuclides Rules; and Microbial Rules and Aircraft Drinking Water Rule ICRs. The contractor shall incorporate EPA's

comments from the draft Documents in Task 6. The contractor shall update the numbers, figures and appendices in the draft ICRs with the results of Task 5. The contractor shall submit final PWSS; D/DBP, Chemical and Radionuclides Rules; and Microbial Rules and Aircraft Drinking Water Rule ICRs to the WACOR for transmittal to OMB for review and comment. The body of each ICR is expected to be in the range of 80 – 90 pages plus appendices.

Deliverables: three final (pre-OMB) ICRs. Electronic format (MS Office) and 508 compliant.

Task 7 – Final OMB-Approved ICR Documents

The contractor shall incorporate OMB’s comments to the PWSS; D/DBP, Chemical and Radionuclides Rules; and Microbial Rules and Aircraft Drinking Water Rule ICRs and submit the OMB-approved version of the ICR to the EPA WACOR. The body of each ICR is expected to be in the range of 80 – 90 pages plus appendices.

Deliverables: three OMB-approved ICRs. Electronic format (MS Office) and 508 compliant.

Task 8 – Briefing Materials

The contractor shall prepare briefing materials based on the three renewal ICRS. For planning purposes, the contractor shall assume the preparation of a (1) one-hour presentation (approximately 20 slides) in Microsoft Power Point format which briefly describes the information to be collected under the renewal ICRs and the total burden on states and water systems. The presentation shall focus on explaining any changes in burden since the three ICRS were last approved. The contractor shall submit the draft presentation to the EPA WACOR for comment. Upon receipt of comments, the contractor shall incorporate those comments and finalize the presentation. The contractor shall assume local travel for one 2-hour ICR briefing in Washington, DC. The contractor shall provide two senior-level staff to attend the meeting.

Deliverables: draft briefing presentation, final briefing presentation

Task 9 - Response to OMB Comments

The contractor shall support EPA’s response to OMB’s questions and requests for additional information concerning the three renewal ICRs in Task A5. The contractor shall develop a draft response-to-comments memo, approximately five pages in length. Upon receipt of comments by the EPA WACOR, the contractor shall revise the draft document to produce a final response-to-comments memo.

Deliverables: draft response to OMB comments, final response to OMB comments

G. SCHEDULE OF DELIVERABLES:

Task	Deliverable	Schedule
Task 0 – Work Plan and Budget		
0	Work Plan, Budget	Per Contract requirements

0	Technical and financial reports	Per Contract requirements
Task 1 – Inventory Query Requirements		
1	Inventory Query Requirements	Query Requirements as needed
Task 2 – ICR Consultations		
2	Draft Consultation Plan	Within 30 days of work plan approval
2	Conduct Consultation	Within 5 days of receipt of comments from WACOR on the revision recommendations
Task 3 – ICR Model Structure Changes		
3	Draft ICR Models with Structure Changes	Within 15 days of receipt of comments from WACOR on Change Memo revision recommendations
Task 4 – Final ICR Models		
4	Final ICR Models with Updated External Values	Within 90 days of receipt of comments from WACOR on ICR Model revision recommendations
Task 5 – Draft ICR Documents with Updated Activities		
5	Draft ICR Documents	Within 15 days of receipt of comments from WACOR on Change Memo revision recommendations
Task 6 – Final pre-OMB ICR Documents with Updated Numbers, Figures and Appendices		
6	Final pre-OMB ICR Documents	Within 14 days of receipt of comments from the WACOR
Task 7 – Final OMB-Approved ICR Documents		
7	OMB-approved ICR Documents	Within 14 days of receipt of OMB's comments from the WACOR
Task 8 – Briefing Materials		
8	Draft Briefing Presentation	At the direction of the WACOR
8	Final Briefing Presentation	Within 1 week of receipt of comments from the WACOR on the draft
Task 9 – Response to OMB Comments		
9	Draft OMB Response to Comments	Within 14 days of receipt of OMB's comments from the WACOR
9	Final OMB Response to Comments	Within 10 days of receipt of comments from WACOR

H. LEVEL OF EFFORT ESTIMATES:

EPA estimates that 480 professional hours will be required to complete the tasks outlined in this Performance Work Statement.

I. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS:

The contractor shall immediately notify the EPA Contracting Officer, CL COR and WA COR of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$20,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel

Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

J. TRAVEL:

Only local travel is anticipated for this work assignment.

K. SPECIAL REPORTING REQUIREMENTS:

Not applicable.

L. QUALITY ASSURANCE SURVEILLANCE PLAN: Per Contract requirements.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-24				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-12-023			Contract Period 11/01/2012 To 04/30/2016 Base Option Period Number 3			Title of Work Assignment/SF Site Name OW Research Coordination				
Contractor Cadmus Group, Inc., The					Specify Section and paragraph of Contract SOW Sections 2.1., 2.2, 2.3, 3.2, 3.3, 4.0 and 5.0					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 05/01/2015 To 04/30/2016				
Comments: Initial Work Assignment Issuance										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
11/01/2012 To 04/30/2016										
This Action:						1,255				
Total:						1,255				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
Work Assignment Manager Name Mary Reiley <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number 202-566-1123 FAX Number:				
Project Officer Name Ronald Coleman <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-8491 FAX Number:				
Other Agency Official Name Erin Ridder <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2155 FAX Number:				
Contracting Official Name Sandra Stargardt-Licis <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2006 FAX Number:				

**PERFORMANCE WORK STATEMENT
CADMUS CONTRACT EP-C-12-023
WORK ASSIGNMENT 3-24**

A. TITLE: Support for Office of Water Research Coordination and National Water Program Research Management Strategy

B. PERIOD OF PERFORMANCE: Effective Date through April 30, 2016

C. WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR)

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Alternate WACOR

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D. BACKGROUND

The Office of Water (OW) Program Offices (OST, OGWDW, OWOW, OWM and IO) and Regions developed a National Water Program Research Strategy for 2009 – 2014 and a draft 2015 Supplement to: (1) outline programmatic objectives and research questions and detail the necessary scientific and technical investigations and products to answer them; and (2) advance collaboration with EPA and non-EPA investigators. The Strategy and the draft Supplement are resources for National Water Program (NWP) staff and managers as they work with internal and external research organizations to leverage Water research needs. OW is implementing the Research Strategy and draft Supplement through meetings, workshops, outreach, communications, annual reports, focused strategy and action plan development. The draft Supplement, when completed, will reflect the emerging science needs of the National Water Program. The National Water Program (NWP) also maintains an Executive Committee for Research (Ex.Com) which is staffed by the NWP Research Points of Contact (POC). The Ex.Com

and POC work together to identify the science, tools, and methods needed to advance programmatic goals and environmental outcomes and work with ORD, other researchers, and stakeholders to translate those needs into science questions and research portfolios. The POC is a liaison, information gatherer, and consensus builder between the Ex.Com., ORD, and other partners and stakeholders.

D.1. OBJECTIVES

Objective 1: Provide program management and analysis, technical writing, meeting*, workshop*, and outreach support for the National Water Program Executive Committee for Research (Water-ECR made up of the OW DAA and OD's) and National Water Program Points of Contact (NWP-POCs made up of senior staff from OST, OGWDW, OWM, OWOW, IO, Regions, and the OW Associate Director for Science) related to research coordination between OW and other EPA Offices and current and potential non-EPA collaborators as well as Strategy maintenance and implementation.

*Meeting and workshop session costs are estimated to not reach the \$20K threshold for SRO approval.

Objective 2: Provide science needs identification and strategic planning support to the National Water Program Executive Committee for Research and NWP-POCs related to collaborative and coordinated research and science based policy goals.

E. QUALITY ASSURANCE

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the Contract Level Quality Assurance Project Plan (QAPP) or to prepare a Project Specific Quality Assurance Project Plan (PQAPP). Rather, the contractor shall provide a refinement within the workplan, specific to the activities under this work assignment for sections B.9; B.10 (.2, .3, .4, .6, .7). The entirety of the QAPP does not apply to the work assignment. Relevant sections include: B.9; B.10 (.2, .3, .4, .6, 7); B.11.3; and C.2.

F. TASK DESCRIPTION AND DELIVERABLES BY SUBTASKS

Task 0: Work Plan and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the workplan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. If a

subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and control costs. The contractor shall prepare a statement indicating that this WA is a continuation of WA 2-24 and Tasks 1-3. In addition the work plan shall specify that a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract Level QAPP or a PQAPP is not required. This task also includes monthly progress and financial reports. The monthly progress report shall summarize activities conducted for the reporting period, and shall be in accordance with contract requirements. Monthly financial reports must include a table with the invoice LOE and costs broken out by the tasks in this WA.

Work plan submittal	In accordance with Contract requirements
Monthly Progress Reports	In accordance with Contract requirements
Financial Reports	In accordance with Contract requirements

Task 1: Complete the National Water Program Research Strategy Supplement

A Supplement to the 2009-2014 NWP Research Strategy was drafted to include OW and Regional emerging science needs under WA 2-24. The contractor shall complete the Supplement by incorporating the comments on the draft. The comments will be provided by the WACOR. The final Supplement document shall be delivered in both Word and web-ready (PDF and 508 compliant) in June 2015.

Task Area 2: Maintain National Water Research Strategy and Supplement

The NWP Research Strategy and the Supplement shall provide conceptual directions but the specific project needs must be adjusted from year to year to reflect changes in budgets, priorities, completed, and new work. The contractor shall maintain the National Water Research Strategy and Supplement (in its Excel spreadsheet format) to reflect new areas and priorities for inquiry to support the National Water Program. Information and leads on new areas and priorities will be provided by EPA. Working with the WACOR, the contractor shall update the Excel spreadsheet that serves as the science needs detail for the Strategy and Supplement each year between June 1 and October 30.

The spreadsheet shall be maintained in Excel.

Task Area 3: Support to NWP-POCs and Water Executive Committee for Research

The contractor shall provide technical and public presentation and outreach writing, as well as meeting logistical and facilitation support for the research coordination activities and efforts of the NWP-POCs and NWP Executive Committee on Research. This support shall include the creation of: briefing materials (power point presentations, agendas, Fact Sheets, resource binders and contents, posters), outreach products including the twice annual *Recent Water Research* News Letter, project tracking spreadsheets and schedules, and focused strategy and action plans.

The contractor shall anticipate 2 local meetings/briefings of 1 to 2 day duration in the Washington, D.C. area over the course of the period of performance. One is likely to need facilitation (Basic familiarity with the NWP Research Strategy and ORD Strategic Research Plans is needed. Technical/scientific background is not necessary) and logistical assistance (note taking, advance materials, name placards, hotel block). The contractor shall assume that EPA will provide the facilities (i.e., there is no need to plan for facilities or meal charges, etc.).

- 1 Executive Research Committee Meeting: unfacilitated, usually held in February, briefing materials as power point, spreadsheets, fact sheets, etc., delivered in appropriate electronic format
- 1 OW-ORD Management Meeting: contractor facilitated, date TBD, 40 attendees, briefing materials as power point, spreadsheets, and fact sheets, etc. delivered in appropriate electronic format.

While EPA does not anticipate the contractor's support to any individual meeting incurring \$20,000 in cost, the contractor shall immediately notify the EPA Contracting Officer, Contract Level Contracting Officers Representative and Work Assignment Contracting Officer's Representative if it anticipates support to such event reaching this cost. Event expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for meeting preparation should be included, but the federal employee time for workshop preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

The contractor shall anticipate preparing a Strategy-Supplement pamphlet, or poster for use with current and potential collaborators that will be web-ready (PDF and 508 compliant) and delivered in Word (or the appropriate software for the content and purpose) and PDF. Presentation posters will have a finished size of 3' x 4' and printed in full color on quality stock. Newsletters will be approximately 7 double sided pages (total of 14 sides) provided in both Word, PDF, and 508 compliant. Anticipate delivery of: 1 poster; 1 pamphlets; 2 Newsletters.

G. SCHEDULE OF DELIVERABLES:

Task	Deliverable	Due to EPA	No of Copies/Medium
1	Final Supplement document	June 2015	Word and web-ready (PDF and 508 compliant)
2	Supplement Excel spreadsheet	each year between June 1 and October 30	Electronic Excel
3	ECR briefing materials	Feb 2016	TBD Electronic Format
3	OW-ORD Management Meeting	TBD	TBD Electronic Format

	briefing materials and facilitation		
3	Recent Water Research Newsletter	August 2015 and March 2016	Electronic Word, PDF, 508 compliant
3	Poster and/or Pamphlet	July 2015	Poster: 1 in hardcopy as above and Electronic PDF and 508; Pamphlet: 1 page double sided Electronic PDF, 508, and Word

H. LEVEL OF EFFORT ESTIMATES:

EPA estimates that 1272 professional hours will be required to complete the tasks outlined in this Performance Work Statement.

I. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS:

The contractor shall immediately notify the EPA Contracting Officer, Project Officer and Work Assignment Manager of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$20,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

J. TRAVEL:

Travel is authorized for quarterly meetings with the WACOR and facilitating workshops and meetings. Quarterly Contractor-WACOR meetings (typically 1.5 hours) and up to two workshops and meetings (typically 1 – 2 days) will be held at EPA Headquarters in Washington, D.C.

K. SPECIAL REPORTING REQUIREMENTS

The contractor shall hold weekly 30 minute conference calls for planning purposes with the COR to provide updates on project status, next steps, and resolve challenges. The contractor

shall report the number of hours and funds expended on a monthly basis in each monthly report

L. QUALITY ASSURANCE SURVEILLANCE PLAN: Per Contract Requirements

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-25				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-12-023			Contract Period 11/01/2012 To 04/30/2016 Base Option Period Number 3			Title of Work Assignment/SF Site Name Protecting Aquatic Life PR				
Contractor Cadmus Group, Inc., The					Specify Section and paragraph of Contract SOW section 3.2.3					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 05/01/2015 To 04/30/2016				
Comments: Initial Work Assignment Issuance										
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund </div>										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
11/01/2012 To 04/30/2016										
This Action:						56				
Total:						56				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
Work Assignment Manager Name Rachael Novak <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code: Phone Number 202-566-2385 FAX Number: 202-566-1140				
Project Officer Name Ronald Coleman <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-8491 FAX Number:				
Other Agency Official Name Erin Ridder <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2155 FAX Number:				
Contracting Official Name Sandra Stargardt-Licis <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2006 FAX Number:				

**PERFORMANCE WORK STATEMENT
CADMUS CONTRACT EP-C-12-023
WORK ASSIGNMENT 3-25**

A. TITLE: White Paper: Protecting Aquatic Life from Effects of Alteration to Hydrologic Conditions

B. PERIOD OF PERFORMANCE: May 1, 2015 through April 30, 2016

C. WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE:

Rachael Novak
Health and Ecological Criteria Division, 4304T
Office of Science and Technology, Office of Water
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Washington, DC 20460
Phone: 202-566-2385
Fax: 202-566-1139

ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE:

Luis Cruz
Health and Ecological Criteria Division, 4304T
Office of Science and Technology, Office of Water
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Washington, DC 20460
Phone: 202-566-1095
Fax: 202-566-1139

D. BACKGROUND:

The US Environmental Protection Agency's (EPA) Office of Science and Technology (OST), Health and Ecological Criteria Division (HECD), provides the scientific foundation to support EPA's mission of protecting human health and the environment. OST develops Clean Water Act (CWA) 304(a) ambient water quality criteria recommendations and provides support to states and tribes in implementing water quality criteria in water quality standards.

A few states and tribes have recognized and developed narrative criteria for hydrologic conditions. OST has developed a draft white paper entitled, **White Paper: Protecting Aquatic Life from Effects of Alteration to Hydrologic Conditions**. The paper is collaboration between US Geological Survey (USGS) scientists, representatives from EPA Regions, Office of Research and

Development, and Office of Water (OW) headquarters offices. While the technical framework presented in Chapter 5 focuses on aquatic life use protection, the information in the document can be applied to protecting other designated uses (e.g., recreation, drinking water, etc.) and the protection of aquatic life uses can also result in the protection of other designated uses.

The document is currently completing an external letter peer review (three expert reviewers). The document will then undergo a review by the internal workgroup (EPA and USGS), and then a required review by the U.S. Geological Survey (USGS) (co-authors of the document). The document will require revisions to incorporate new or modified content per external peer reviews, workgroup peer reviews (anticipated to be minimal), USGS review comments (one expert reviewer), and technical public comments. The document will require formatting (including Section 508 compliance), and final QA/QC prior to public comment. After public comment, the EPA will require the contractor's support in developing EPA's Response to Public and Peer Review comment documents and making any potential final revisions to the document prior to finalization (including 508 compliance). Support for this effort was initiated under a previous contract (GSA Contract No. GS-10F-0105J, EPA Blanket Purchase Order Agreement No. 09-02, Task Order 2118-10).

E. QUALITY ASSURANCE:

This work assignment requires the use of **secondary** data. Collection, use and analysis of data shall be identical to the procedures described in the Project-Specific Quality Assurance Project Plan (PQAPP) completed under contract GS-10F-0105J, Order Number EP-G13C00428, Purchase Order Agreement No. 09-02, Task Order 2118-10, task(s)6.1, dated Nov. 8, 2013 and consistent with the Agency's Quality Assurance (QA) requirements, appending the Contract Level Quality Assurance Project Plan (QAPP)]. The contractor shall comply with NRMRL QAPP Requirements for Secondary Data Project October 2008 available at the EPA website:

http://v26265ncay514.rtd.epa.gov/p2/sites/default/files/media/NRMRL/nrmrl_qapp_requirements_for_secondary_data_projects.pdf. The project specific QA requirements shall be addressed in the monthly progress reports as specified under Task 0, below.

Upon the EPA WACOR's request, the Contractor shall ensure the products developed under this work assignment comply with the EPA Information Quality Guidelines and shall complete the Checklist for Influential Information as needed for each deliverable from this work assignment as they may be used in Agency decision-making and/or shall be publicly available documents. The EPA WACOR will provide the checklist to the Contractor. The Contractor shall provide a memorandum describing how the planned product(s) developed meet EPA's Information Quality Guidelines checklist. As part of that memo, the Contractor shall document the quality assurance procedures it used in developing the deliverables under this Work Assignment. The Contractor shall provide the memo at the time it delivers the Final Summary Report. As

directed by the EPA WACOR, the Contractor shall have one teleconference with the EPA WACOR to discuss the Guidelines and the Contractor's role in completing the checklist.

F. TASK DESCRIPTION:

Task 0: Work Plan and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the work plan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and control costs.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of a Task Order initiated under a previous contract (GSA Contract No. GS-10F-0105J, EPA Blanket Purchase Order Agreement No. 09-02). The work plan shall explain that collection, use and analysis of data in this work assignment will be identical to the procedures described in the PQAPP, completed under contract GS-10F-0105J, Order Number EP-G13C00428, Purchase Order Agreement No. 09-02, Task Order 2118-10, task(s)6.1. This task also includes monthly progress and financial reports. The monthly progress report shall summarize activities conducted for the reporting period, and in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs broken out by the tasks in this WA. Description of QA compliance must be provided in the final report of this work assignment. The contractor shall immediately notify the Project officer and Work Assignment Contracting Officer Representative (WACOR) if any changes to the tasks involving the collection and analysis of the data occur and prepare a new PQAPP supplementing the Contract Level QAPP accordingly. Work on these tasks cannot proceed until the contractor receives notification of the new PQAPP approval from the Project Officer via e-mail.

Task 1: The contractor shall provide final QA/QC and formatting of the document. The contractor shall provide a 508 compliant and PDF format final for public comment.

Task 2: After the public comment period is closed, the EPA will provide comments received to contractor within 5 days. The contractor shall schedule a conference call or meeting to discuss the public comments, response to comments, and potential revisions to the white paper.

Task 3: The contractor shall support EPA's response to public comments by organizing and drafting responses to technical comments. The Contractor shall prepare an excel spreadsheet organizing the sheets based on public comment question and reviewer. The contractor shall color code or otherwise flag the comments so that it is easy to see those not requiring a response, those questions the contractor has provided a draft response, and those questions requiring EPA attention. EPA will review all technical draft responses provided by the Contractor and make edits to the documents based on the review prior to finalizing the document for formatting.

Task 4: EPA will provide comments on the draft response to technical comments within one week of receiving the draft response to comments. The contractor shall provide revisions and final formatting of response to public comments after receiving EPA input on draft response to comments.

Task 5: The contractor shall incorporate any final changes necessary per technical comments received during public comment and finalize the white paper. The contractor shall provide a 508 compliant and PDF format of the final version.

G. SCHEDULE OF DELIVERABLES:

Task	Deliverable	Due to EPA	No of Copies/Medium
1	Final document	Within 1 week of receiving documents	Word
2	Conference call	Within 3 days of receiving comments	N/A
3	Draft response	Within 3 weeks of conference call	Word
4	Final response	Within 10 days of EPA comments on draft response	Word
5	Final white paper	Within 10 days of EPA comments on draft white paper	Word

H. LEVEL OF EFFORT ESTIMATES:

EPA estimates that 56 professional hours will be required to complete the tasks outlined in this Performance Work Statement.

I. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS:

The contractor shall immediately notify the EPA Contracting Officer, Project Officer and Work Assignment Manager of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$20,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground

transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

J. TRAVEL: Only local travel is anticipated

K. SPECIAL REPORTING REQUIREMENTS: None

L. QUALITY ASSURANCE SURVEILLANCE PLAN: Per Contract requirements

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 3-26	
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:	
Contract Number EP-C-12-023		Contract Period 11/01/2012 To 04/30/2016		Title of Work Assignment/SF Site Name			
		Base Option Period Number 3		6-Yr Review Health Effects			
Contractor Cadmus Group, Inc., The				Specify Section and paragraph of Contract SOW Section 1.6			
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval				Period of Performance From 05/01/2015 To 04/30/2016			
Comments: Work assignment issuance							
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund							
SFO (Max 2) <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A.							
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars) (Cents) Site/Project (Max 8) Cost Org/Code (Max 7)
1							
2							
3							
4							
5							
Authorized Work Assignment Ceiling							
Contract Period: 11/01/2012 To 04/30/2016		Cost/Fee:		LOE: 0			
This Action:				400			
Total:				400			
Work Plan / Cost Estimate Approvals							
Contractor WP Dated:		Cost/Fee:		LOE:			
Cumulative Approved:		Cost/Fee:		LOE:			
Work Assignment Manager Name Santhini Ramasamy <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>				Branch/Mail Code: Phone Number 202-566-1084 FAX Number:			
Project Officer Name Ronald Coleman <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>				Branch/Mail Code: Phone Number: 202-564-8491 FAX Number:			
Other Agency Official Name Erin Ridder <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>				Branch/Mail Code: Phone Number: 513-487-2155 FAX Number:			
Contracting Official Name Sandra Stargardt-Licis <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>				Branch/Mail Code: Phone Number: 513-487-2006 FAX Number:			

PERFORMANCE WORK STATEMENT

Cadmus Contract EP-C-12-023

Work Assignment # 3-26

- A. TITLE: Six-Year Review 3 Health Effects Assessment**
- B. WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR)**
Santhini Ramasamy (Room 5233Q)
U.S. Environmental Protection Agency
Office of Science and Technology
William Jefferson Clinton EPA West Connecting Wing
1301 Constitution Ave. NW MC 4304T
Washington, DC 20460
Telephone#: 202-566-1084 FAX#: 202-566-1140
Email: ramasamy.santhini@epa.gov

ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (AWACOR)

Steven Kueberuwa
U.S. Environmental Protection Agency
Office of Science and Technology
William Jefferson Clinton EPA West Connecting Wing
1301 Constitution Ave. NW MC 4304T
Washington, DC 20460
Telephone#: 202-566-0233 FAX#: 202-566-1140
Email: @epa.gov

- C. PERIOD OF PERFORMANCE: Effective Date through April 30, 2016**

D. BACKGROUND

The 1996 amendments to the Safe Drinking Water Act (SDWA), Section 1412(b)(9), require the United States Environmental Protection Agency (EPA) to review and, if appropriate, revise each existing National Primary Drinking Water Regulation (NPDWR) no less often than every six years. The SDWA Amendments also specify that any revision of a NPDWR will maintain or provide for greater protection of public health. The goal of the cyclical review is to determine whether it is appropriate to consider changes (i.e., to "revise" or "take no action") to existing NPDWRs based on changes in health effects or analytical or technological feasibility that have occurred since the regulations were promulgated. In response to this mandate, EPA developed a Protocol for the Review of Existing National Primary Drinking Water Regulations (USEPA, 2002; USEPA, 2003) based on recommendations of the National Drinking Water Advisory Council (NDWAC, 2000) and input from stakeholders representing a wide variety of interest groups. EPA updated this protocol for the second review effort (USEPA, 2009). The protocol outlines the approach to be used to review and identify NPDWRs that may warrant revision. The key elements that are considered in the review process are health effects, analytical methods, occurrence and exposure, treatment

technology, and other regulatory provisions (e.g., monitoring and reporting requirements). However, this work assignment will focus only on the review of health effects information for a subset of the existing NPDWR chemicals.

The Agency completed its first Six-Year Review in 2003 and the second review in 2009. This work assignment supports completion of the Draft Health Effects Assessment Summary Report for the third Six-Year Review chemicals. The summary will be formatted like the summary report "Six-Year Review 2 Health Effects Assessment: Summary Report" (Attachment 4).

The "EPA Protocol for the Review of Existing National Primary Drinking Water Regulations" (Attachment 5), and the Federal Register for Six-Year Review 2 (Attachment 6) are attached and should be used for reference and background information.

E. QUALITY ASSURANCE

The tasks in this performance work statement require the use of secondary data. Consistent with the Agency's quality assurance (QA) requirements, the contractor must comply with and supplement the Cadmus contract level quality assurance project plan (GQAPP, 6/14/12), which has been provided by the contractor, and assure the quality of the secondary data used under this work assignment. Supplement to GQAPP, these data quality objectives (DQOs) are to be established to ensure that data generated/assembled during this project are capable of meeting the overall project objectives:

- Data quality of environmental measures are known and documented
- Information and references are relevant, documented, of sufficient quality for use in development of reports and deliverables and reflect the original sources
- Data entry and data management procedures are consistent, minimize transcription or management error, and document data quality
- The data sets, parameters, assumptions, calculations, and model applications for application of the project are based on peer reviewed literature and models.
- Development of technically sound and well documented deliverables

The contractor shall further use/consult the Appendix A (Report Checklist) for only the purpose of Toxicity Value Selection for Six-Year Review 3 chemicals.

The project specific quality assurance requirements must be addressed in the work plan and monthly progress reports provided as specified.

SGQAPP Within 10-days of work assignment issuance

F. TASK DESCRIPTION

Task 0- Workplan and Monthly Progress Report

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the workplan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and control costs.

The workplan shall explain that collection, use and analysis of data in this work assignment. This task also includes monthly progress and financial reports. The monthly progress report shall summarize activities conducted for the reporting period, and in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs broken out by the tasks in this WA. The contractor shall immediately notify the Contract Level (CL) COR and WA COR if any changes to the tasks involving the collection and analysis of the data occur and prepare a SQAPP in addition to the Contract Level (QAPP) accordingly. Work on these tasks cannot proceed until the contractor receives the EPA CL COR's notification of approval.

Work plan to EPA WA-COR

Per contract requirements

Task 1 –Continue Development of Draft Six-Year Review 3 Health Effects Assessment Summary Report

After receipt of the draft Health Effects Assessment Summary Report (Attachment 1), the Table of Decisions (Attachment 2), and Lists A-C (Attachment 3) from the EPA WA-COR, the contractor shall review these materials and schedule a conference call with the EPA WA-COR to discuss any questions related to the assignment. Once questions and/or concerns have been resolved, the contractor shall revise the draft report based on the materials submitted by the EPA WA-COR. The contractor shall check the newly published 2015 Human Health Ambient Water Quality Criteria Update (<http://water.epa.gov/scitech/swguidance/standards/criteria/current/hhfinal.cfm>) to avoid any duplication of the already performed work on Six-Year 3 chemicals under HHAWQC updates.

For formatting purposes, the contractor shall follow the format of the Six-Year Review 2 Report Summary (Attachment 4). However, the contractor shall not include sections of the report that are not applicable to the Six-Year Review 3 health effects assessment process (e.g., section on reproductive and developmental effects). The contractor shall submit the draft summary report to the EPA WA-COR for review and comment. The EPA WA-COR shall revise the draft summary report based on the EPA WA-CORs comments. This process may take several iterations depending on the nature of the EPA WA-COR's comments.

Conference Call Scheduled

No later than 1 week after work plan

approval

Draft Summary Report

No later than 6 weeks after receipt of
EPA WA- COR comments

Task 2 -Finalize Six-Year Review 3 Health Effects Assessment Summary Report

After revision of the draft summary report based on the EPA WA-CORs comments, technical directions and Attachment 2, Table of Decisions, the contractor shall submit a final draft summary report to the EPA WA-COR for final review. If necessary, the EPA WA-COR shall provide additional comments to the contractor. After receipt of the final comments, the contractor shall finalize the summary report and submit the final report to the EPA WA-COR.

Final Draft Summary Report

2 weeks after receipt of the EPA WA-
COR's comments

Final Summary Report

1 week following receipt of the EPA
WA-COR's final review comments

Task 3 – Provide Documentation and Technical Support

The contractor shall provide documentation and technical support for the update of the Six-Year Review 3 protocol health effects section and assure consistency between the protocol and methodology applied to arrive decisions in the Six-Year Review 3 Health Effects Assessment Summary Report document. If necessary, the contractor shall be tasked to provide technical support on specific chemical contaminant related issues (no more than 5 anticipated) to assist in the Six-Year Review Decisions (e.g., new literature, assessments from other sources)

Documentation and Technical Support

2 weeks after receipt of the EPA WA-
COR's Technical Directions

G. SCHEDULE OF DELIVERABLES

<u>Task</u>	<u>Deliverable</u>	<u>Due to EPA</u>	<u># of Copies</u>
0	Work Plan	Per Contract Requirements	1
	Supplemental GQAPP	Within 10-days for WA Issuance	1
1	Conference Call	No later than 1wk. after WP approval	
	Draft Report	1 st revised draft 6 wk. after receipt of comments	1
		Subsequent draft 2 wk. after receipt of comments	1
2	Final Draft Report	2 wks. after receipt of comments	1
	Final Summary Report	1 wk. after receipt of comments	1
3	Documentation and Technical Support	1 wk. after receipt of comments	1

H. LEVEL OF EFFORT ESTIMATES

EPA estimates that 400 professional hours will be required to complete the tasks outlined in this

Performance Work Statement.

I. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS

It is not applicable for this work assignment

J. TRAVEL

Travel shall include four trips to Washington, DC for various planning and workgroup meetings and review of the analyses and reports with the WACOR as described in the subtasks above.

K. SPECIAL REPORTING REQUIREMENTS

There are no special reporting requirements.

Appendix A: Report Checklist on documentation of selected toxicity values of Six-Year Review 3 chemicals based on Sources (i.e., EPA and Non-EPA assessments)

Who Performs Check	Report Attribute	Reviewer Initials And Additional Comments
	General attributes and secondary data requirements	
Cadmus Technical Reviewer or Cadmus Technical Staff	Purpose and objective of Toxicity Value selection are clearly stated	
	Report fulfills the intended purpose and objectives	
	The selected Toxicity Value (including cited references) was reviewed and documented according to Cadmus GQAPP (6/14/12).	
	The Source generated the selected Toxicity Value is properly identified with authors, title and citation.	
	Rationale (decision criteria) used to select and exclude studies for the Toxicity Value base study (including references) is documented in its peer-reviewed publically available Source that generated the selected Toxicity Value.	
	Base study used for Toxicity Value selection is properly identified and documented with authors, title and citation.	
	The base study of the Toxicity Value has been peer reviewed either by EPA and/or the Source that generated the selected Toxicity Value. The Source and/or evaluation are consistent with the GQAPP & Data Quality Objective in Quality Assurance section in SOW.	

	Reduction procedures for Toxicity Value for RfD and/or CSF	
Cadmus Technical Reviewer	Reduction procedures for Toxicity Quantification Estimation for RfD or CSF specific to the selected Toxicity Value (including calculations, equations, and models) are described in the Source document that generated the selected Toxicity Value.	
	If equations are used, the justification/references for selection of each equation is scientifically acceptable and well documented in the Source.	
	If models are used, the justification/references for selection of each model is scientifically acceptable and well documented in the Source.	
	Discussed the equation and/or model selection with respect to 1) how it is used in what circumstances and 2) how it is consistent with this sub-project objectives. Describe the limits to where the equation/model is applicable.	
	Provided a comparison of the key equation and/or model parameters/variables (e.g. body scaling factor, etc.) used for Toxicity Value derivation in the Source and this sub-project (EPA practice). And documented how these observed difference between the Source and EPA practice were resolved.	
	Data Validation and Usability	
Cadmus Technical Reviewer	The data validation procedures (according to GQAPP) used to ensure the reporting of accurate project data are described.	
	Appropriate use of qualifying language regarding assumptions and limitations	

	Clarity of text and exhibits	
	Document Quality Checklist	
Cadmus Technical Editor	The document(s) use the same format as the “template” document in terms of :	
	Fonts	
	Spell check	
	Figure, table, text box, equation numbering and styles	
	Styles for TOC generation	
	Section numbers (styles or tags for TOC)	
	Reference list	
	Reference list call out	
	Table borders and format	
	Bullets consistency	
	Header and footer (text and date): reflect correct version	
	Page numbers (section numbers)	
	Acronym list	
	Acronym call out	
	Hyperlinks	
	Justify (or left align)	
	Image location (associated text, page jumps)	
	Separated headers	
	Water mark (remove in final)	
	White space	
	TOC update	
	Remove hidden data	

Work Assignment Form, (WebForms v1.0)

**PERFORMANCE WORK STATEMENT
CADMUS CONTRACT EP-C-12-023
WORK ASSIGNMENT 3-27**

A. TITLE: Water Infrastructure and Resiliency Finance Center – Finance Forum and General Financial Technical Assistance Support

B. PERIOD OF PERFORMANCE: Effective Date through April 30, 2016

C. WORK ASSIGNMENT CONTRACTING OFFICER’S REPRESENTATIVE (WA COR):

Sonia Brubaker
Office of Wastewater Management
1200 Pennsylvania Ave., NW
Mail Code 4203M
Washington, DC 20460
(202) 564-0120
brubaker.sonia@epa.gov

ALT WORK ASSIGNMENT CONTRACTING OFFICER’S REPRESENTATIVE (WA COR):

Cindy Simbanin
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1200 Pennsylvania Ave., NW
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Washington, DC 20460
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simbanin.cynthia@epa.gov

D. BACKGROUND:

On January 16, 2015, Administrator Gina McCarthy joined Vice President Biden to announce EPA's new Water Infrastructure and Resiliency Finance Center (the Center). This Center of financial expertise supports the Build America Investment Initiative - a government-wide effort to increase infrastructure investment and promote economic growth. The Center serves as a financing information resource for communities, municipal utilities, and private entities as they seek to address their water infrastructure needs and invest in sustainable long-term solutions.

Innovation in financing and increased resiliency are key components to meeting water infrastructure needs. Through information sharing, partnerships and community engagement, the Center plays an important role in elevating the critical importance of financing water infrastructure. The Center is working to:

- *Promote innovative financing approaches.* The Center encourages effective use of federal, state and local funds and works with the private sector, where appropriate, to build partnerships to increase water infrastructure investment.
- *Support and expand capacity building efforts through collaborative technical assistance.* The Center is working with states, communities, universities and non-profits to help utilities explore financing options for their local needs. The Center provides information for developing sustainable funding sources for water efficiency, energy efficiency, water reuse, stormwater, and green infrastructure.

E. QUALITY ASSURANCE:

A supplemental quality assurance project plan (SQAPP) is required for the activities in Task 2 as they involve the generation, management, distribution or use of primary or secondary environmental data that will be used or have the potential for use in EPA's environment decision making.

F. TASK DESCRIPTION:

Task 0: Work Plan and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the workplan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and control costs.

This task also includes monthly progress and financial reports. The monthly progress report shall summarize activities conducted for the reporting period, and in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs` broken out by the tasks in this WA. The contractor shall immediately notify the Contract Level COR (CL COR) and WA COR if any changes to the tasks involving the collection and analysis of the data occur and prepare a SQAPP supplementing the Contract Level (QAPP] accordingly. Work on these tasks cannot proceed until the contractor receives the EPA CL COR's notification of approval.

Deliverables: Work plan, Supplemental Quality Assurance Project Plan (SQAPP), and monthly progress and financial reports submitted in accordance with contract requirements.

Task 1: Finance Forums

The contractor shall provide support to EPA for the series of finance forums that EPA will hold in various EPA regions. These forums will bring together communities with drinking water, wastewater, and stormwater project financing needs with various financing sources and information. The forums will be an opportunity for communities to meet key regional federal and state agency contacts and technical assistance providers to learn about financing challenges and solutions. For planning purposes, the contractor should assume a total of three finance forums within this period of performance (September 2015, Fall 2015, and Spring 2016).

The first finance forum will be co-sponsored with the University of Maryland Environmental Finance Center and will be held September 10-11, 2015 at the EPA Region 6 offices in Texas. The audience will include utilities and community leaders from drinking water, wastewater, and stormwater utilities in Region 6.

While the specific locations and dates have not yet been selected, the contractor shall assume the Fall 2015 session will be held in a major city in an EPA Region 4, and the Spring 2016 session will be held in a major city in an EPA Region 9. These locations are for planning purposes only. The contractor should assume each forum will be 1.5-days in length and will require 2 on-site support staff.

Task 1.a. Pre-Forum Activities

The contractor may help in assisting with pre-forum tasks. Prior to starting work, technical direction with further details will be provided if support is needed.

Deliverables: The contractor shall support EPA by with session logistics including developing necessary background materials prior to the meeting including but not limited to information on specific water infrastructure financing needs for each of the participating communities, compiling state financing contact information, and developing session discussion questions.

Task 1.b. On-site Forum Activities

The contractor shall support EPA in on-site finance forum activities and logistics coordination. Session facilitation by an experienced facilitator knowledgeable of water sector utility upfront planning and finance issues. In addition an individual familiar with water utilities is needed to take notes.

Deliverables: The contractor shall support EPA by facilitating forum sessions and taking notes during the sessions.

Task 1.c. Post-Forum Activities

The contractor shall support EPA in post-finance forum activities including preparing a post-forum summary with notes from sessions as well as lessons learned and options for future forums. In addition, case study write ups shall be provided for projects presented in the sessions.

Deliverables: The contractor shall prepare a post-forum summary based on the notes taken during the forum. This summary shall contain lessons learned and options for future forums. In addition, case study write ups shall be provided for projects presented in the sessions.

Note: EPA expects the total cost of each individual forum will exceed the agency threshold of \$20,000.

Task 2: Financial Technical Assistance and Guidance

As directed by the WA COR through technical direction, the contractor shall assist the Center in providing financial technical assistance that will support the Center in helping communities explore financing options to address their clean water and drinking water obligations. This assistance shall include innovative financing mechanisms to further water efficiency, energy efficiency, green infrastructure, and other climate change resilience and adaptation practices.

Task 2.a. General Technical Assistance and Program Support

The contractor shall support EPA by synthesizing information from regional Water Finance Center coordinator conference calls. The contractor shall attend regional coordinator conference calls and take notes. Duties shall include managing webinar meetings and developing agendas.

The contractor shall provide general program support or financial technical assistance support for the Office of Wastewater Management including topics of affordability, State Revolving Funds, and other general financial topics. The contractor shall provide quick turn-around tasks such as participating in conference calls with HQ staff on various finance topics, developing one-pagers/fact sheets, and presentations. Other activities shall include researching utility financing needs and developing white papers, financial decision support tools, and community models of sustainable financing. Work shall also include providing sharing successes through training, outreach and branding, and peer-to-peer learning workshops. Prior to starting work, technical direction with further details will be provided.

Deliverables: The contractor shall attend regional coordinator conference calls and take notes. Duties shall include managing webinar meetings and developing agendas. Summary notes will be prepared and delivered to the WA COR after each call.

In addition, the contractor shall provide quick turn-around tasks such as participating in conference calls with HQ staff on various finance topics, developing one-pagers/fact sheets, and presentations. Other activities shall include researching utility financing needs and developing white papers, financial decision support tools, and community

models of sustainable financing. Work shall also include providing sharing successes through training, outreach and branding, and peer-to-peer learning workshops.

For planning purposes, the contractor shall assume bimonthly 1 hour regional coordinator conference calls, up to ten 1 hour HQ conference calls, two factsheets, and one 10 page research analysis on a financing topic.

Task 2.b. Community Specific Financial Technical Assistance

The contractor shall support EPA communication efforts by managing the Center's email inbox and providing responses to non-policy related community questions on utility water sector finance and funding topics. All policy related messages shall be referred to EPA for response. The contractor shall keep the WA COR up-to-date on messages received by preparing summaries and potential recommendations, and providing responses to messages received.

The contractor shall develop community specific financial technical assistance materials such as developing alternatives analyses, pre-application processes, affordability analyses, rate setting analyses, and community financing models for long-term sustainability. These write-ups may include affordability considerations and partnership opportunities such as public-private partnerships or public-public partnerships. Prior to starting work, technical direction with further details will be provided if support is needed.

Deliverables: The contractor shall manage the Center's email inbox by organizing inbox structure, keeping the WA COR up-to-date on messages received by preparing summaries and potential recommendations, and providing responses to messages received.

The contractor shall support EPA in developing alternatives analyses, pre-application processes, affordability analyses, rate setting analyses, and community financing models for long-term sustainability. These write-ups may include affordability considerations and partnership opportunities such as public-private partnerships or public-public partnerships.

G. SCHEDULE OF DELIVERABLES:

Task	Deliverable	Date Due to EPA
Task 0	Work Plan and Budget Development	In accordance with Contract requirements.
	Monthly Progress Reports	In accordance with contract requirements
	Supplemental Quality Assurance Project Plan	Within 10-days of work assignment issuance

Task 1.a	Draft documents Final documents	Within 2 weeks of technical direction Within 2 weeks of feedback on drafts
Task 1.b	Summary notes for each session	Within 3 days of forum completion
Task 1.c	Draft forum summary/recommendations Final forum summary/recommendations	Within 1 week of forum completion Within 2 weeks of EPA comments
Task 2.a	Notes from regional coordinator calls Quick turn-around tasks	Within 2 days of coordinator calls Based on technical direction from WA COR, typically 1-3 days within TD
Task 2.b	Email inbox support Draft and Final write-ups	Check weekly, update HQ biweekly Based on technical direction from WA COR

H. LEVEL OF EFFORT ESTIMATES:

EPA estimates that 350 professional hours will be required to complete the tasks outlined in this Performance Work Statement.

I. CONFERENCES AND WORKSHOPS

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, including all outlays for conference preparation, AV and rental of venue costs, etc. The EPA WACOR will then prepare for approval the internal paperwork for the event and will provide it to the CO. The CO will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Any event which meets the definition of a “conference,” with total net expenditures greater than \$20,000, is required to submit EPA Electronic Form 5170 and Form 5170-A (with cost estimates/actuals). In the case the workflow system is down and CORs require emergency approval, they can submit EPA Form 5170 (PDF) (2pp, 93K) (with cost estimates) to conference@epa.gov.

J. TRAVEL:

Travel is required to attend three Finance Forums. Each forum is scheduled for one and a half days.